

PHA 5-Year and Annual Plan	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires 4/30/2011																										
1.0	PHA Information PHA Name: <u>Housing Authority of the County of Franklin</u> PHA Code: <u>PA26-034</u> PHA Type: <input type="checkbox"/> Small <input checked="" type="checkbox"/> High Performing <input type="checkbox"/> Standard <input type="checkbox"/> HCV (Section 8) PHA Fiscal Year Beginning: (MM/YYYY): <u>04/01/2012</u>																											
2.0	Inventory (based on ACC units at time of FY beginning in 1.0 above) Number of PH units: <u>366</u> Number of HCV units: <u>311</u>																											
3.0	Submission Type <input checked="" type="checkbox"/> 5-Year and Annual Plan <input type="checkbox"/> Annual Plan Only <input type="checkbox"/> 5-Year Plan Only																											
4.0	PHA Consortia <input type="checkbox"/> PHA Consortia: (Check box if submitting a joint Plan and complete table below.)																											
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th rowspan="2" style="width: 30%;">Participating PHAs</th> <th rowspan="2" style="width: 5%;">PHA Code</th> <th rowspan="2" style="width: 20%;">Program(s) Included in the Consortia</th> <th rowspan="2" style="width: 20%;">Programs Not in the Consortia</th> <th colspan="2" style="width: 25%;">No. of Units in Each Program</th> </tr> <tr> <th style="width: 10%;">PH</th> <th style="width: 15%;">HCV</th> </tr> <tr> <td>PHA 1:</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>PHA 2:</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>PHA 3:</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>		Participating PHAs	PHA Code	Program(s) Included in the Consortia	Programs Not in the Consortia	No. of Units in Each Program		PH	HCV	PHA 1:						PHA 2:						PHA 3:					
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			PH	HCV																								
PHA 1:																												
PHA 2:																												
PHA 3:																												
5.0	5-Year Plan. Complete items 5.1 and 5.2 only at 5-Year Plan update.																											
5.1	Mission. State the PHA's Mission for serving the needs of low-income, very low-income, and extremely low income families in the PHA's jurisdiction for the next five years: To provide comprehensive, affordable, decent, safe housing services for the community in a cost efficient and efficient manner.																											
5.2	Goals and Objectives. Identify the PHA's quantifiable goals and objectives that will enable the PHA to serve the needs of low-income and very low-income, and extremely low-income families for the next five years. Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan. 1. Expand supply of assisted housing by applying for additional rental vouchers and reducing public housing vacancies. 2. Improve the quality of assisted housing by improving public housing management scores (PHAS score) and improve physical inspection score of each development. Maintain SEMAP score as high performer. Also concentrate on efforts to improve specific management functions. 3. Promote self-sufficiency and asset development of families and individuals. 4. Property managers in each development will support Resident Councils to: develop duly elected councils, empower councils to take an active role in their respected communities and schedule/organize monthly community events. Along with the Resident Councils, they will organize the annual National Night Out event as well as encouraging families to enroll their children in the Chambersburg Boys and Girls Club.																											
6.0	PHA Plan Update (a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission: Housing Needs, Financial Resources, Capital Improvement Needs, Audit, Organizational Chart, Flat Rents. (b) Identify the specific location(s) where the public may obtain copies of the 5-Year and Annual PHA Plan. The PHA Plan for the Franklin County Housing Authority is available for review at the main administrative office at 436 West Washington Street, Chambersburg, PA and at our Waynesboro office at 202 Elder Avenue, Waynesboro, PA																											
7.0	Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers. Include statements related to these programs as applicable.																											
8.0	Capital Improvements. Please complete Parts 8.1 through 8.3, as applicable. Please see the Capital Fund tables at the end of this document for Parts 8.1-8.3.																											
8.1	Capital Fund Program Annual Statement/Performance and Evaluation Report. As part of the PHA 5-Year and Annual Plan, annually complete and submit the <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> , form HUD-50075.1, for each current and open CFP grant and CFP financing. See attachments pa034a01 for 2008, pa034b01 for 2009, pa034c01 for 2010, pa034d01 for 2011, pa034f01.																											
8.2	Capital Fund Program Five-Year Action Plan. As part of the submission of the Annual Plan, PHAs must complete and submit the <i>Capital Fund Program Five-Year Action Plan</i> , form HUD-50075.2, and subsequent annual updates (on a rolling basis, e.g., drop current year, and add latest year for a five year period). Large capital items must be included in the Five-Year Action Plan. See attachment pa034e01 for the 5-Year Action Plan.																											
8.3	Capital Fund Financing Program (CFFP). <input type="checkbox"/> Check if the PHA proposes to use any portion of its Capital Fund Program (CFP)/Replacement Housing Factor (RHF) to repay debt incurred to finance capital improvements.																											

9.0

Housing Needs. Based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data, make a reasonable effort to identify the housing needs of the low-income, very low-income, and extremely low-income families who reside in the jurisdiction served by the PHA, including elderly families, families with disabilities, and households of various races and ethnic groups, and other families who are on the public housing and Section 8 tenant-based assistance waiting lists. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location.

The PHA has analyzed the housing needs of low-income and very low-income families who reside in the PHA’s jurisdiction. Included in the analysis are housing needs of extremely low-income families, elderly families and families with disabilities, and households of various races and ethnic groups residing in the jurisdiction.

The housing needs of each of these groups have been identified separately. The identification of housing needs took into account issues of affordability, supply, quality, accessibility, size of units and location.

The PHA is not located in a city or county with its own Consolidated Plan. However, the State’s Consolidated Plan accurately describes the housing needs of the jurisdiction. Applicable portions of the State’s Consolidated Plan are attached.

The PHA’s analysis of housing needs was obtained by the following method: Review of the Pennsylvania Draft Consolidated Plan 2006-08 data collected by the NLIHC, U. S. Census Bureau American Fact Finder 2008 American Community Survey, SOCDs CHAS Data.

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford- -ability	Supply	Qualit y	Access -ibility	Size	Loca- tion
Income <= 30% of AMI	2245	5	5	4	5	5	N/A
Income >30% but <=50% of AMI	4334	4	4	3	5	4	N/A
Income >50% but <80% of AMI	3265	2	2	2	5	2	N/A
Elderly	3148	4	3	2	5	3	N/A
Families with Disabilities	Unknown	3	5	5	5	5	N/A
Black Households	1544	4	4	4	5	4	N/A
Hispanic Households	831	5	5	4	5	5	N/A
Race/Ethnicity							
Race/Ethnicity							

9.1

Strategy for Addressing Housing Needs. Provide a brief description of the PHA’s strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. **Note: Small, Section 8 only, and High Performing PHAs complete only for Annual Plan submission with the 5-Year Plan.**

1. Maximize the number of affordable units available to the PHA within its current resources by employing effective management policies to minimize the number of public housing units off line, reducing turnover time for vacated public housing units, reducing the time to renovate public housing units and participating in the Consolidated Plan development process to ensure coordination with broader community strategies.
2. Increase the number of affordable housing units by applying for additional Section 8 units should they become available and pursuing housing resources other than public housing or Section 8 tenant-based assistance.
3. Target available assistance to families at or below 30% of AMI by continuing rent policies to support and encourage work.
4. Target available assistance to families at or below 50% of AMI by employing admissions preference aimed at families who are working and continuing rent policies to support and encourage work.
5. Target available assistance to the elderly by applying for special-purpose vouchers targeted to the elderly, should they become available.
6. Target available assistance to families with disabilities by applying for special-purpose vouchers targeted to families with disabilities, should they become available.
7. Increase awareness of PHA resources among families of races and ethnicities with disproportionate needs by affirmatively marketing to races/ethnicities shown to have disproportionate housing needs.
8. Conduct activities to affirmatively further fair housing by counseling Section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units.

10.0	<p>Additional Information. Describe the following, as well as any additional information HUD has requested.</p> <p>(a) Progress in Meeting Mission and Goals. Provide a brief statement of the PHA's progress in meeting the mission and goals described in the 5-Year Plan.</p> <p>Goals from the 2005-2009 Five Year Plan Progress Report:</p> <p>1) Expand supply of Assisted Housing by: Apply for additional rental vouchers – The availability for additional vouchers for Franklin County has been limited by scope and definition in RFP announcements. None have been applied for in this time period. FCHA plans on submitting an application for Non-elderly Disabled Vouchers when the RFP is announced as anticipated in 2010; Reduce public housing vacancies – occupancy rates have been 98% or more for the past 5 years. Unit Turnaround time reduction is a main focus of property management.</p> <p>2) Improve the Quality of Assisted Housing by: Improve PHAS score – FCHA achieved high performer status in 2008 and 2009; Received SEMAP designation as High Performer – FCHA achieved this goal for 2007, 2008 & 2009.</p> <p>3) Promote self-sufficiency and Asset Development by: Partnering with local agencies to bring prevention and education programs to developments – FCHA achieved through cooperative activities with the Boys & Girls Club, Waynesboro Communities That Care, and other community organization; Develop Resident Councils in both family developments – Over a 5 year period the Valley View Development has held elections for Resident Councils three times. Sustainability of the elected council continues to be a challenge. Meadow Creek Development has held elections for Resident Councils and sustained the Council. This council manages their Resident Participation Funding.</p> <p>(b) Significant Amendment and Substantial Deviation/Modification. Provide the PHA's definition of "significant amendment" and "substantial deviation/modification" – Definition is attached.</p>
11.0	<p>Required Submission for HUD Field Office Review. In addition to the PHA Plan template (HUD-50075), PHAs must submit the following documents. Items (a) through (g) may be submitted with signature by mail or electronically with scanned signatures, but electronic submission is encouraged. Items (h) through (i) must be attached electronically with the PHA Plan. Note: Faxed copies of these documents will not be accepted by the Field Office.</p> <p>(a) Form HUD-50077, <i>PHA Certifications of Compliance with the PHA Plans and Related Regulations</i> (which includes all certifications relating to Civil Rights)</p> <p>(b) Form HUD-50070, <i>Certification for a Drug-Free Workplace</i> (PHAs receiving CFP grants only)</p> <p>(c) Form HUD-50071, <i>Certification of Payments to Influence Federal Transactions</i> (PHAs receiving CFP grants only)</p> <p>(d) Form SF-LLL, <i>Disclosure of Lobbying Activities</i> (PHAs receiving CFP grants only)</p> <p>(e) Form SF-LLL-A, <i>Disclosure of Lobbying Activities Continuation Sheet</i> (PHAs receiving CFP grants only)</p> <p>(f) Resident Advisory Board (RAB) comments. Comments received from the RAB must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the recommendations and the decisions made on these recommendations.</p> <p>(g) Challenged Elements</p> <p>(h) Form HUD-50075.1, <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> (PHAs receiving CFP grants only)</p> <p>(i) Form HUD-50075.2, <i>Capital Fund Program Five-Year Action Plan</i> (PHAs receiving CFP grants only)</p>

This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937, as amended, which introduced 5-Year and Annual PHA Plans. The 5-Year and Annual PHA plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission and strategies for serving the needs of low-income and very low-income families. This form is to be used by all PHA types for submission of the 5-Year and Annual Plans to HUD. Public reporting burden for this information collection is estimated to average 12.68 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

Privacy Act Notice. The United States Department of Housing and Urban Development is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated there under at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality

Attachment
9.0 Continued

Housing Needs of Families on the Waiting List			
Waiting list type: (select one) <input type="checkbox"/> Section 8 tenant-based assistance <input checked="" type="checkbox"/> Public Housing <input type="checkbox"/> Combined Section 8 and Public Housing <input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional) If used, identify which development/sub jurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	520		
Extremely low income <=30% AMI	425	82%	
Very low income (>30% but <=50% AMI)	74	14%	
Low income (>50% but <80% AMI)	20	4%	
Families with children	287	55%	
Elderly families	43	8%	
Families with Disabilities	59	11%	
Hispanic	84	16%	
Black	105	20%	
Multi-Racial	18	3%	
Other	3	6%	
Characteristics by Bedroom Size (Public Housing Only) 0			
	13	3%	
1BR	193	37%	
2 BR	214	41%	
3 BR	73	14%	
4 BR	18	4%	
5 BR	7	1%	
5+ BR	-		
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes: HOW LONG HAS IT BEEN CLOSED (# OF MONTHS)? Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

Housing Needs of Families on the Waiting List

Waiting list type: (select one)

- ☒ Section 8 tenant-based assistance
☐ Public Housing
☐ Combined Section 8 and Public Housing
☐ Public Housing Site-Based or sub-jurisdictional waiting list (optional)

If used, identify which development/sub jurisdiction:

	# of families	% of total families	Annual Turnover
Waiting list total	247		
Extremely low income <=30% AMI	158	75%	
Very low income (>30% but <=50% AMI)	86	25%	
Low income (>50% but <80% AMI)	2	0	
Families with children	135	66%	
Elderly families	36	8%	
Families with Disabilities	95	20%	
Hispanic	25	11%	
Black	64	30%	
Multi-Racial	7	4%	
Other	2	1%	

Characteristics by
Bedroom Size (Public
Housing Only)

1BR			
2 BR			
3 BR			
4 BR			
5 BR			
5+ BR			

Is the waiting list closed (select one)? ☐ No ☒ Yes If yes:

HOW LONG HAS IT BEEN CLOSED (# OF MONTHS)? 6

Does the PHA expect to reopen the list in the PHA Plan year? ☐ No ☒ Yes

Does the PHA permit specific categories of families onto the waiting list, even if generally closed? ☒ No

☐ Yes

Franklin County Housing Authority

Definition of Substantial Deviation and Significant Amendment or Modification

The Franklin County Housing Authority defines the terms substantial deviation and significant amendment/modification of the 5 Year and Annual Plan as:

Substantial Deviation from the 5-Year Plan

The FCHA will consider the following as substantial deviations from the 5 Year Plan:

A major discretionary change that affects the mission, goals or objectives of the Housing Authority that require board resolution.

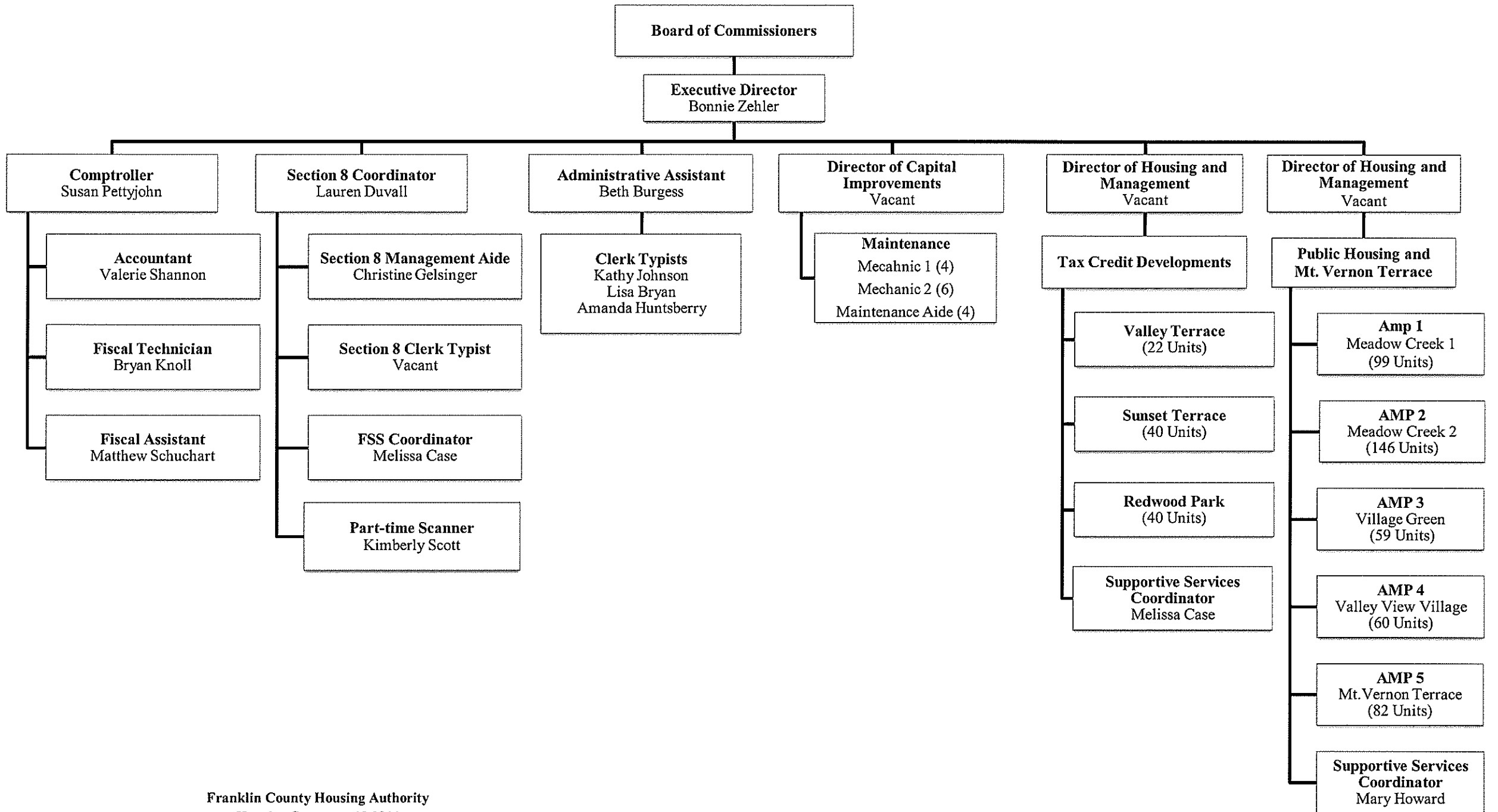
Significant Amendment or Modification of the Annual Plan

The FCHA will consider the following as significant amendments or modifications of the Annual Plan as follows:

Changes in policies that affect the admissions criteria, waiting list organization, local preferences, rent.

Changes with regard to demolition or disposition, designation, homeownership programs or conversion.

An exception to these definitions will be made for any of the above that are adopted to reflect changes in HUD regulatory requirements; such changes will not be considered significant amendments.



Director of Housing Management
Vacant

Property Manager for AMP 1 & 3
Penny Stitely

Property Manager for AMP 2
Angela Burhanan-Barbour

Property Manager for AMP 4 & 5
Beth Goetz

Property Manager for Tax Credit Developments
Heidi Green

AMP 1
Chambersburg
Meadow Creek 1
99 Units

AMP 3
Waynesboro
Village Green
59 Units

AMP 2
Chambersburg
Meadow Creek 2
146 Units

AMP 4
Waynesboro
Valley View Village
60 Units

AMP 5
Waynesboro
Mt. Vernon Terrace
82 Units

Sunset Terrace (40 Units)
Redwood Park (40 Units)
Valley Terrace (22 Units)

Management Aide
Annette Monroig

Management Aide
Annette Monroig

Management Aide(s)
Barbara Hepburn
Benjamin Cook

Management Aide
Vacant

Management Aide
N/A

Management Aide
Vacant

Maintenance
Mechanic I- Miguel Perez
Maintenance Aide-
Michael Gelsinger

Maintenance
Mechanic I- Rodney Brown
Aide- Michael Bryan

Maintenance
Mechanic I- Eric Wagaman
Mechanic I- Denny Williams
Aide- Denny Messner
Mechanic II- Curtis Florek

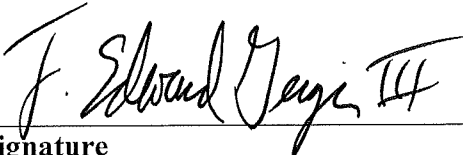
Maintenance
Mechanic I- Brad Wagaman
Aide- Michael Bryan

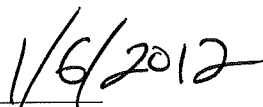
Maintenance
Mechanic I- Bob Hess
Aide- Guy Henicle

Maintenance
RWP- Eric Wagaman
Sunset- Denny Williams
VT- Bob Hess

**Certification by State Official of PHA Plans Consistency with
the Consolidated Plan**

I, F. Edward Geiger, III, Director of the DCED - Center for Community Financing, certify that the Five Year and Annual PHA Plan of the Housing Authority of the County of Franklin is consistent with the Consolidated Plan of the Commonwealth of Pennsylvania prepared pursuant to 24 CFR Part 91.


Signature


Date

PHA Certifications of Compliance with PHA Plans and Related Regulations	U.S. Department of Housing and Urban Development Office of Public and Indian Housing Expires 4/30/2011
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**PHA Certifications of Compliance with the PHA Plans and Related Regulations:
Board Resolution to Accompany the PHA 5-Year and Annual PHA Plan**

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the X 5-Year and/or X Annual PHA Plan for the PHA fiscal year beginning 2012, hereinafter referred to as "the Plan", of which this document is a part and make the following certifications and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:

1. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located.
2. The Plan contains a certification by the appropriate State or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments to Fair Housing Choice, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan.
3. The PHA certifies that there has been no change, significant or otherwise, to the Capital Fund Program (and Capital Fund Program/Replacement Housing Factor) Annual Statement(s), since submission of its last approved Annual Plan. The Capital Fund Program Annual Statement/Annual Statement/Performance and Evaluation Report must be submitted annually even if there is no change.
4. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Board or Boards in developing the Plan, and considered the recommendations of the Board or Boards (24 CFR 903.13). The PHA has included in the Plan submission a copy of the recommendations made by the Resident Advisory Board or Boards and a description of the manner in which the Plan addresses these recommendations.
5. The PHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited public comment.
6. The PHA certifies that it will carry out the Plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990.
7. The PHA will affirmatively further fair housing by examining their programs or proposed programs, identify any impediments to fair housing choice within those programs, address those impediments in a reasonable fashion in view of the resources available and work with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and maintain records reflecting these analyses and actions.
8. For PHA Plan that includes a policy for site based waiting lists:
 - The PHA regularly submits required data to HUD's 50058 PIC/IMS Module in an accurate, complete and timely manner (as specified in PIH Notice 2006-24);
 - The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
 - Adoption of site-based waiting list would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
 - The PHA shall take reasonable measures to assure that such waiting list is consistent with affirmatively furthering fair housing;
 - The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR part 903.7(c)(1).
9. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
10. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
11. The PHA will comply with the requirements of section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.

12. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.
13. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
14. The PHA will provide the responsible entity or HUD any documentation that the responsible entity or HUD needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58 or Part 50, respectively.
15. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under Section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
16. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
17. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act, the Residential Lead-Based Paint Hazard Reduction Act of 1992, and 24 CFR Part 35.
18. The PHA will comply with the policies, guidelines, and requirements of OMB Circular No. A-87 (Cost Principles for State, Local and Indian Tribal Governments), 2 CFR Part 225, and 24 CFR Part 85 (Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments).
19. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the regulations and included in its Plan.
20. All attachments to the Plan have been and will continue to be available at all times and all locations that the PHA Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the PHA in its PHA Plan and will continue to be made available at least at the primary business office of the PHA.
21. The PHA provides assurance as part of this certification that:
 - (i) The Resident Advisory Board had an opportunity to review and comment on the changes to the policies and programs before implementation by the PHA;
 - (ii) The changes were duly approved by the PHA Board of Directors (or similar governing body); and
 - (iii) The revised policies and programs are available for review and inspection, at the principal office of the PHA during normal business hours.
22. The PHA certifies that it is in compliance with all applicable Federal statutory and regulatory requirements.


Franklin County
PHA Name

PA26-034
PHA Number/HA Code

_____ 5-Year PHA Plan for Fiscal Years 20____ - 20____

_____ Annual PHA Plan for Fiscal Years 20____ - 20____

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. **Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official	Title
Samuel King	Board Chair
Signature	Date
	JANUARY 9, 2012

Certification for a Drug-Free Workplace

U.S. Department of Housing
and Urban Development

Applicant Name

Program/Activity Receiving Federal Grant Funding

Acting on behalf of the above named Applicant as its Authorized Official, I make the following certifications and agreements to the Department of Housing and Urban Development (HUD) regarding the sites listed below:

I certify that the above named Applicant will or will continue to provide a drug-free workplace by:

a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Applicant's workplace and specifying the actions that will be taken against employees for violation of such prohibition.

b. Establishing an on-going drug-free awareness program to inform employees ---

(1) The dangers of drug abuse in the workplace;

(2) The Applicant's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

c. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph a.;

d. Notifying the employee in the statement required by paragraph a. that, as a condition of employment under the grant, the employee will ---

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

e. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph d.(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

f. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph d.(2), with respect to any employee who is so convicted ---

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

g. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs a. thru f.

2. **Sites for Work Performance.** The Applicant shall list (on separate pages) the site(s) for the performance of work done in connection with the HUD funding of the program/activity shown above: Place of Performance shall include the street address, city, county, State, and zip code. Identify each sheet with the Applicant name and address and the program/activity receiving grant funding.)

Check here ☐ if there are workplaces on file that are not identified on the attached sheets.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.
Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties.
(18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official

BONITA A. ZEHLER

Title

Executive Director

Signature

X

Bonita A. Zehler

Date

December 30, 2011

Civil Rights Certification

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
Expires 08/30/2011

Civil Rights Certification**Annual Certification and Board Resolution**

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioner, I approve the submission of the Plan for the PHA of which this document is a part and make the following certification and agreement with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:

The PHA certifies that it will carry out the public housing program of the agency in conformity with title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990, and will affirmatively further fair housing.

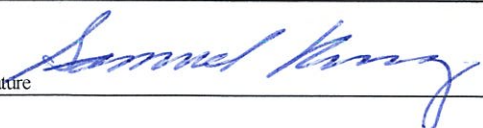
Housing Authority of Franklin County

PHA Name

PA26-034

PHA Number/HA Code

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official Samuel King	Title Chair - Board of Directors
Signature 	Date December 30, 2011

Annual Statement/Performance and Evaluation Report
Capital Fund Program, Capital Fund Program Replacement Housing Factor and
Capital Fund Financing Program

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 4/30/2011

Part I: Summary		PHA Name:		Grant Type and Number		FFY of Grant: 2012	
		Franklin County Housing Authority		Capital Fund Program Grant No: PA26P03450112		FFY of Grant Approval:	
		Reserve for Disasters/Emergencies		Replacement Housing Factor Grant No:			
		Date of CFFP:					
Type of Grant		Summary by Development Account		Revised Annual Statement (revision no: 1)			
<input type="checkbox"/> Original Annual Statement		<input type="checkbox"/> Reserve for Disasters/Emergencies		<input type="checkbox"/> Final Performance and Evaluation Report			
<input type="checkbox"/> Performance and Evaluation Report for Period Ending:							
Line	Description	Original	Revised¹	Obligated	Total Actual Cost¹	Expended	
1	Total non-CFFP Funds						
2	1406 Operations (may not exceed 20% of line 21) ³	20000.00	1037.00				
3	1408 Management Improvements	89000.00	89000.00				
4	1410 Administration (may not exceed 10% of line 21)	54265.00	45,270.00				
5	1411 Audit	1435.00	1435.00				
6	1415 Liquidated Damages						
7	1430 Fees and Costs	14600.00	14600.00				
8	1440 Site Acquisition						
9	1450 Site Improvement	147053.00	147053.00				
10	1460 Dwelling Structures	202300.00	140300.00				
11	1465.1 Dwelling Equipment—Nonexpendable						
12	1470 Non-dwelling Structures						
13	1475 Non-dwelling Equipment	14000.00	14000.00				
14	1485 Demolition						
15	1492 Moving to Work Demonstration						
16	1495.1 Relocation Costs						
17	1499 Development Activities ⁴						

¹ To be completed for the Performance and Evaluation Report.
² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
³ PHAs with under 250 units in management may use 100% of CFFP Grants for operations.
⁴ RHF funds shall be included here.

Annual Statement/Performance and Evaluation Report
Capital Fund Program, Capital Fund Program Replacement Housing Factor and
Capital Fund Financing Program

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 4/30/2011

Part I: Summary		FFY of Grant: 2012 FFY of Grant Approval:	
PHA Name: Franklin County Housing Authority	Grant Type and Number Capital Fund Program Grant No: PA26P03450112 Replacement Housing Factor Grant No: Date of CFPP:		
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Performance and Evaluation Report for Period Ending:		<input checked="" type="checkbox"/> Revised Annual Statement (revision no: 1) <input type="checkbox"/> Final Performance and Evaluation Report	
Type of Grant		Total Actual Cost ¹	
Line	Summary by Development Account	Original	Revised ²
18a	1501 Collateralization or Debt Service paid by the PHA		Obligated
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment		
19	1502 Contingency (may not exceed 8% of line 20)		
20	Amount of Annual Grant: (sum of lines 2 - 19)	542653.00	452695.00
21	Amount of line 20 Related to LBP Activities		
22	Amount of line 20 Related to Section 504 Activities		
23	Amount of line 20 Related to Security - Soft Costs	30000.00	30000.00
24	Amount of line 20 Related to Security - Hard Costs		
25	Amount of line 20 Related to Energy Conservation Measures		
Signature of Executive Director <i>Patricia A. Geller</i>		Signature of Public Housing Director	
Date <i>2/24/12</i>		Date	

¹ To be completed for the Performance and Evaluation Report.
² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
³ PHAs with under 250 units in management may use 100% of CFPP Grants for operations.
⁴ RHF funds shall be included here.

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 4/30/2011

Page 3

Annual Statement/Performance and Evaluation Report
Capital Fund Program, Capital Fund Program Replacement Housing Factor and
Capital Fund Financing Program

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 4/30/2011

Part III: Implementation Schedule for Capital Fund Financing Program						
PHA Name: Franklin County Housing Authority						
Development Number Name/PHA-Wide Activities	All Fund Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)		Reasons for Revised Target Dates ¹	
	Original Obligation End Date	Actual Obligation End Date	Original Expenditure End Date	Actual Expenditure End Date		
AMP 1 – PA 34 1 Chambersburg (Elderly)	03-12-2014		03-12-2016			
AMP 2 – PA 34 2 Chambersburg (Family)	03-12-2014		03-12-2016			
AMP 3 – PA 34 3 Waynesboro (Elderly)	03-12-2014		03-12-2016			
AMP 4 – PA 34 4 Waynesboro (Family)	03-12-2014		03-12-2016			

¹ Obligation and expenditure end dated can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended.

Annual Statement/Performance and Evaluation Report
Capital Fund Program, Capital Fund Program Replacement Housing Factor and
Capital Fund Financing Program

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 4/30/2011

Part I: Summary		Grant Type and Number Capital Fund Program Grant No: PA26P03450111 Replacement Housing Factor Grant No: Date of CFFP:		FFY of Grant: 2011 FFY of Grant Approval:	
PHA Name: Franklin County Housing Authority					
Type of Grant <input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 11-22-11					
Line	Summary by Development Account	Original	Total Estimated Cost Revised²	Obligated	Total Actual Cost¹ Expended
1	Total non-CFP Funds				
2	1406 Operations (may not exceed 20% of line 21) ³	20000.00	20000.00		
3	1408 Management Improvements	102000.00	102000.00		
4	1410 Administration (may not exceed 10% of line 21)	63186.00	54265.00	54265.00	30,012.84
5	1411 Audit	1435.00	1435.00		
6	1415 Liquidated Damages				
7	1430 Fees and Costs	14600.00	14600.00		
8	1440 Site Acquisition				
9	1450 Site Improvement	24000.00	24000.00		
10	1460 Dwelling Structures	397642.00	317353.00		
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Non-dwelling Structures				
13	1475 Non-dwelling Equipment	9000.00	9000.00		
14	1485 Demolition				
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Costs				
17	1499 Development Activities ⁴				

¹ To be completed for the Performance and Evaluation Report.
² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
³ PHAs with under 250 units in management may use 100% of CFP Grants for operations.
⁴ RHF funds shall be included here.

Annual Statement/Performance and Evaluation Report
Capital Fund Program, Capital Fund Program Replacement Housing Factor and
Capital Fund Financing Program

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 4/30/2011

Part I: Summary		FFY of Grant: 2011 FFY of Grant Approval:	
PHA Name: Franklin County Housing Authority	Grant Type and Number Capital Fund Program Grant No: PA26P03450111 Replacement Housing Factor Grant No: Date of CFFP:		
<input type="checkbox"/> Original Annual Statement <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 11-22-11		<input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Final Performance and Evaluation Report	
Line	Summary by Development Account	Total Estimated Cost Original	Total Actual Cost ¹ Revised ² Obligated Expended
18a	1501 Collateralization or Debt Service paid by the PHA		
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment		
19	1502 Contingency (may not exceed 8% of line 20)		
20	Amount of Annual Grant:: (sum of lines 2 - 19)	631863.00	542653.00
21	Amount of line 20 Related to LBP Activities		
22	Amount of line 20 Related to Section 504 Activities		
23	Amount of line 20 Related to Security - Soft Costs	30000.00	30000.00
24	Amount of line 20 Related to Security - Hard Costs		
25	Amount of line 20 Related to Energy Conservation Measures		
Signature of Executive Director <i>Amata G. Lecker</i>		Signature of Public Housing Director	
Date <i>2/12/12</i>		Date	

¹ To be completed for the Performance and Evaluation Report.

² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

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U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 4/30/2011

Page 3

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 4/30/2011

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Annual Statement/Performance and Evaluation Report
Capital Fund Program, Capital Fund Program Replacement Housing Factor and
Capital Fund Financing Program

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 4/30/2011

Part I: Summary		Grant Type and Number Capital Fund Program Grant No: PA26P03450110 Replacement Housing Factor Grant No: Date of CFFP:		FFY of Grant: 2010 FFY of Grant Approval:	
Type of Grant <input type="checkbox"/> Original Annual Statement <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 11/22/11		<input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Final Performance and Evaluation Report			
Line	Summary by Development Account	Original	Total Estimated Cost Revised²	Obligated	Total Actual Cost¹ Expended
1	Total non-CFFP Funds				
2	1406 Operations (may not exceed 20% of line 21) ³	63675.00	7532.00	7532.00	7532.00
3	1408 Management Improvements	99000.00	58868.64	53868.64	53575.86
4	1410 Administration (may not exceed 10% of line 21)	63675.00	63186.00	63186.00	63186.00
5	1411 Audit	1435.00	1435.00	1435.00	1435.00
6	1415 Liquidated Damages				
7	1430 Fees and Costs	11600.00	11600.00	11600.00	2232.50
8	1440 Site Acquisition				
9	1450 Site Improvement	122534.00	59228.00		
10	1460 Dwelling Structures	259336.00	318728.00	242728.00	229882.64
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Non-dwelling Structures		95785.36	95785.36	95785.36
13	1475 Non-dwelling Equipment	15500.00	15500.00	3290.00	3290.00
14	1485 Demolition				
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Costs				
17	1499 Development Activities ⁴				

¹ To be completed for the Performance and Evaluation Report.

² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

³ PHAs with under 250 units in management may use 100% of CFFP Grants for operations.

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Annual Statement/Performance and Evaluation Report
Capital Fund Program, Capital Fund Program Replacement Housing Factor and
Capital Fund Financing Program

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 4/30/2011

Part I: Summary		FFY of Grant: 2010	
PHA Name: Franklin County Housing Authority	Grant Type and Number Capital Fund Program Grant No: PA26P03450110 Replacement Housing Factor Grant No: Date of CFFP:	FFY of Grant Approval:	
<input type="checkbox"/> Original Annual Statement <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 11/22/11		<input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Final Performance and Evaluation Report	
Type of Grant	<input type="checkbox"/> Reserve for Disasters/Emergencies		
Line	Summary by Development Account	Total Estimated Cost	Total Actual Cost¹
		Original	Revised²
18a	1501 Collateralization or Debt Service paid by the PHA		
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment		
19	1502 Contingency (may not exceed 8% of line 20)		
20	Amount of Annual Grant: (sum of lines 2 - 19)	636755.00	631863.00
21	Amount of line 20 Related to LBP Activities		
22	Amount of line 20 Related to Section 504 Activities		
23	Amount of line 20 Related to Security - Soft Costs	30000.00	15000.00
24	Amount of line 20 Related to Security - Hard Costs		
25	Amount of line 20 Related to Energy Conservation Measures	52250.00	38000.00
Signature of Executive Director <i>Barbara A. Zehly</i>		Signature of Public Housing Director	
Date 3/12/12		Date	

¹ To be completed for the Performance and Evaluation Report.

² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

³ PHAs with under 250 units in management may use 100% of CFP Grants for operations.

⁴ RHF funds shall be included here.

Part II: Supporting Pages			Grant Type and Number		Federal FFY of Grant: 2010			
PHA Name: Franklin County Housing Authority			Capital Fund Program Grant No: PA26P03450110					
			CFFP (Yes/ No):					
			Replacement Housing Factor Grant No:					
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised ¹	Funds Obligated ²	Funds Expended ²	
HA Wide Activities	A. Operations	1406		63675.00	7532.00	7532.00	7532.00	Complete
	B. Community Policing	1408						
	Chambersburg Police Amp 1			18000.00	4486.00	4486.00	4368.87	In Progress
	Chambersburg Police Amp 2			6000.00	6729.08	6729.08	6553.43	In Progress
	Waynesboro Police Amp 3			4500.00	1892.46	1892.46	1892.46	Complete
	Waynesboro Police Amp 4			1500.00	1892.46	1892.46	1892.46	Complete
	C. Resident Initiatives	1408				0.00	0.00	Planning
	Chambersburg Boys & Girls Club Amp 2			52000.00	38868.64	38868.64	38868.64	Complete
	D. Computer Software	1408						
	WinTen2 Software Amp 1			1400.00	1400.00	0.00	0.00	Planning
	WinTen2 Software Amp 2			2000.00	2000.00	0.00	0.00	Planning
	WinTen2 Software Amp 3			800.00	800.00	0.00	0.00	Planning
	WinTen2 Software Amp 4			800.00	800.00	0.00	0.00	Planning
	E. Staff Training	1408						
	Mod. Coordinator			4000.00	0.00	0.00	0.00	Deleted
	Maint. (UPCS) Amp 1			2000.00	0.00	0.00	0.00	Deleted
	Maint. (UPCS) Amp 2			2000.00	0.00	0.00	0.00	Deleted
	Maint. (UPCS) Amp 3			2000.00	0.00	0.00	0.00	Deleted
	Maint. (UPCS) Amp 4			2000.00	0.00	0.00	0.00	Deleted
	F. Administration	1410		63675.00	63186.00	63186.00	63186.00	Complete
	G. Audit	1411		1435.00	1435.00	1435.00	1435.00	Complete
	H. A/E Fees	1430		11600.00	11600.00	11600.00	2232.50	In Progress
	I. Maintenance Vehicle/Equipment	1475		2500.00	2500.00	0.00	0.00	Planning
	J. Computers/Copier	1475.1	3	13000.00	13000.00	3290.00	3290.00	In Progress
	K. Replacement Reserves	1490						
	L. Contingency	1502						
	Subtotal			254885.00	158121.64	140911.64	131251.36	

Annual Statement/Performance and Evaluation Report
Capital Fund Program, Capital Fund Program Replacement Housing Factor and
Capital Fund Financing Program

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 4/30/2011

Part III: Implementation Schedule for Capital Fund Financing Program					
PHA Name: Franklin County Housing Authority					
Development Number Name/PHA-Wide Activities	All Fund Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)		Reasons for Revised Target Dates ¹
	Original Obligation End Date	Actual Obligation End Date	Original Expenditure End Date	Actual Expenditure End Date	
AMP 1 – PA 34 1 Chambersburg (Elderly)	07-15-2012		07-15-2014		
AMP 2 – PA 34 2 Chambersburg (Family)	07-15-2012		07-15-2014		
AMP 3 – PA 34 3 Waynesboro (Elderly)	07-15-2012		07-15-2014		
AMP 4 – PA 34 4 Waynesboro (Family)	07-15-2012		07-15-2014		

¹ Obligation and expenditure end dated can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended.

Annual Statement/Performance and Evaluation Report
Capital Fund Program, Capital Fund Program Replacement Housing Factor and
Capital Fund Financing Program

U.S. Department of Housing and Urban Development

Office of Public and Indian Housing
OMB No. 2577-0226
Expires 4/30/2011

[illegible]

¹ Obligation and expenditure end dated can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended.

Annual Statement/Performance and Evaluation Report
Capital Fund Program, Capital Fund Program Replacement Housing Factor and
Capital Fund Financing Program

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 4/30/2011

Part I: Summary		FFY of Grant: 2009 FFY of Grant Approval:	
PHA Name: Franklin County Housing Authority		Grant Type and Number Capital Fund Program Grant No: PA 26P03450109 Replacement Housing Factor Grant No: Date of CFFP:	
<input type="checkbox"/> Original Annual Statement <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 11/22/11			
Type of Grant <input type="checkbox"/> Reserve for Disasters/Emergencies		Revised Annual Statement (revision no:)	
Summary by Development Account		Final Performance and Evaluation Report	
Line		Total Estimated Cost Revised ²	Total Actual Cost ¹ Obligated Expended
1	Total non-CFF Funds		
2	1406 Operations (may not exceed 20% of line 21) ³	63675.00	0.00
3	1408 Management Improvements	120000.00	67480.72
4	1410 Administration (may not exceed 10% of line 21)	63675.00	63676.00
5	1411 Audit	1035.00	1035.00
6	1415 Liquidated Damages		
7	1430 Fees and Costs	15000.00	7500.00
8	1440 Site Acquisition		
9	1450 Site Improvement	90600.00	0.00
10	1460 Dwelling Structures	244057.00	91518.86
11	1465.1 Dwelling Equipment—Nonexpendable		
12	1470 Non-dwelling Structures	0.00	373016.52
13	1475 Non-dwelling Equipment	32659.00	32527.90
14	1485 Demolition		
15	1492 Moving to Work Demonstration		
16	1495.1 Relocation Costs		
17	1499 Development Activities ⁴		

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² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
³ PHAs with under 250 units in management may use 100% of CFF Grants for operations.
⁴ RHF funds shall be included here.

U.S. Department of Housing and Urban Development

Office of Public and Indian Housing
OMB No. 2577-0226
Expires 4/30/2011

Part I: Summary		Grant Type and Number Franklin County Housing Authority		FFY of Grant: 2009 FFY of Grant Approval:	
PHA Name:		Capital Fund Program Grant No: PA 26P03450109 Replacement Housing Factor Grant No: Date of CFEP:			
Type of Grant		Revised Annual Statement (revision no:)			
<input type="checkbox"/> Original Annual Statement <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 11/22/11		<input type="checkbox"/> Final Performance and Evaluation Report			
Line	Summary by Development Account	Total Estimated Cost		Obligated	Total Actual Cost ¹
		Original	Revised ²		Expended
18a	1501 Collateralization or Debt Service paid by the PHA				
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment				
19	1502 Contingency (may not exceed 8% of line 20)	6054.00	0.00	0.00	0.00
20	Amount of Annual Grant:: (sum of lines 2 - 19)	636755.00	636755.00	636755.00	578911.14
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Activities				
23	Amount of line 20 Related to Security - Soft Costs	50000.00	6503.73	6503.73	6523.73
24	Amount of line 20 Related to Security - Hard Costs				
25	Amount of line 20 Related to Energy Conservation Measures	208705.00	33675.00	33675.00	33100.00
Signature of Executive Director		Signature of Public Housing Director			Date

¹ To be completed for the Performance and Evaluation Report.

² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

³ PHAs with under 250 units in management may use 100% of CFP Grants for operations.

⁴ RHF funds shall be included here.

Annual Statement/Performance and Evaluation Report
Capital Fund Program, Capital Fund Program Replacement Housing Factor and
Capital Fund Financing Program

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 4/30/2011

Part II: Supporting Pages			Grant Type and Number			Federal FFY of Grant: 2009		
PHA Name: Franklin County Housing Authority			Capital Fund Program Grant No: PA 26P03450109 CFFP (Yes/ No): Replacement Housing Factor Grant No:					
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised ¹	Funds Obligated ²	Funds Expended ²	
HA Wide Activities	A. Operations	1406		63675.00	0	0.00	0.00	Deleted
	B. Community Policing	1408		50000.00	6503.73	6503.73	6503.73	Complete
	C. Resident Initiatives	1408		60000.00	57911.93	57911.93	57911.93	Complete
	D. Computer Software	1408		5000.00	352.09	352.09	352.09	Complete
	E. Staff Training	1408		5000.00	2712.97	2712.97	2712.97	Complete
	F. Administration	1410		63675.00	63676.00	63675.00	63675.00	Complete
	G. Audit	1411		1035.00	1035.00	1035.00	1035.00	Complete
	H. A/E Fees	1430		15000.00	7500.00	7500.00	0.00	Planning
	I. Maintenance Vehicle/Equipment	1475	2	22659.00	22527.90	22527.90	22527.90	Complete
	J. Computers	1475.1	2	10000.00	10000.00	10000.00	0.00	Planning
	K. Replacement Reserves	1490		0.00	0.00	0.00	0.00	
	L. Contingency	1502		6054.00	0.00	0.00	0.00	
	Subtotal			302098.00	172219.62	172219.62	154718.62	
PA 34-1								
Elderly C-Burg	A. Mulching	1450	2 cu. Yd.	1200.00	0.00	0.00	0.00	Deleted
	B. Side Walks	1450	1500 lf.	72000.00	0.00	0.00	0.00	Deleted
	C. Furnace Replacement	1460	26	105796.00	0.00	0.00	0.00	Deleted/EPC
	D. Floor Tile Replacement	1460	825 sq. ft.	5000.00	21494.81	21494.81		In Progress
	E. Office HVAC Upgrade	1470	1	0.00	33675.00	33675.00	33100.00	In Progress
	Subtotal			183996.00	55169.81	55169.81	43895.95	

¹ To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

² To be completed for the Performance and Evaluation Report.

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 4/30/2011

¹ To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

² To be completed for the Performance and Evaluation Report.

Annual Statement/Performance and Evaluation Report
Capital Fund Program, Capital Fund Program Replacement Housing Factor and
Capital Fund Financing Program

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 4/30/2011

Part III: Implementation Schedule for Capital Fund Financing Program						Federal FFY of Grant: 2009
PHA Name: Franklin County Housing Authority						
Development Number Name/PHA-Wide Activities	All Fund Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)		Reasons for Revised Target Dates ¹	
	Original Obligation End Date	Actual Obligation End Date	Original Expenditure End Date	Actual Expenditure End Date		
AMP 1 – PA 34 1 Chambersburg (Elderly)	09-14-2011		09-14-2013			
AMP 2 – PA 34 2 Chambersburg (Family)	09-14-2011		09-14-2013			
AMP 3 – PA 34 3 Waynesboro (Elderly)	09-14-2011		09-14-2013			
AMP 4 – PA 34 4 Waynesboro (Family)	09-14-2011		09-14-2013			

¹ Obligation and expenditure end dated can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended.

Annual Statement/Performance and Evaluation Report
Capital Fund Program, Capital Fund Program Replacement Housing Factor and
Capital Fund Financing Program

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 4/30/2011

Part I: Summary		Grant Type and Number Capital Fund Program Grant No: PA2603450108 Replacement Housing Factor Grant No: Date of CFFP:		FFY of Grant: 2008 FFY of Grant Approval:	
PHA Name: Franklin County Housing Authority					
Type of Grant <input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 11/22/11 <input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Final Performance and Evaluation Report					
Line	Summary by Development Account	Original	Total Estimated Cost Revised²	Obligated	Total Actual Cost¹ Expended
1	Total non-CFFP Funds				
2	1406 Operations (may not exceed 20% of line 21) ³	62,292.00	30,761.56	30,761.56	30,761.56
3	1408 Management Improvements	130,000.00	116,518.21	116,518.21	116,518.21
4	1410 Administration (may not exceed 10% of line 21)	62,294.00	62,294.00	62,294.00	62,294.00
5	1411 Audit	1,035.00	1,035.00	1,035.00	1,035.00
6	1415 Liquidated Damages				
7	1430 Fees and Costs	30,000.00	22,227.10	22,227.10	22,227.10
8	1440 Site Acquisition				
9	1450 Site Improvement	81,609.00	47,320.00	47,320.00	47,320.00
10	1460 Dwelling Structures	230,707.00	273,898.62	273,898.62	273,898.62
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Non-dwelling Structures		44,506.51	44,506.51	
13	1475 Non-dwelling Equipment	25,000.00	24,376.00	24,376.00	22,754.72
14	1485 Demolition				
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Costs				
17	1499 Development Activities ⁴				

¹ To be completed for the Performance and Evaluation Report.

² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

³ PHAs with under 250 units in management may use 100% of CFFP Grants for operations.

⁴ RHF funds shall be included here.

Annual Statement/Performance and Evaluation Report
Capital Fund Program, Capital Fund Program Replacement Housing Factor and
Capital Fund Financing Program

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 4/30/2011

Part I: Summary		FFY of Grant: 2008	
PHA Name:	Grant Type and Number	FFY of Grant Approval:	
Franklin County Housing Authority	Capital Fund Program Grant No: PA26P03450108 Replacement Housing Factor Grant No: Date of CFFP:		
Type of Grant <input type="checkbox"/> Original Annual Statement <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 11/22/11		<input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Final Performance and Evaluation Report	
Line	Summary by Development Account	Total Estimated Cost	Total Actual Cost ¹
		Original	Obligated
18a	1501 Collateralization or Debt Service paid by the PHA		
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment		
19	1502 Contingency (may not exceed 8% of line 20)		
20	Amount of Annual Grant: (sum of lines 2 - 19)	622,937.00	622,937.00
21	Amount of line 20 Related to LBP Activities		
22	Amount of line 20 Related to Section 504 Activities		
23	Amount of line 20 Related to Security - Soft Costs	50,000.00	32,000.00
24	Amount of line 20 Related to Security - Hard Costs	10,000.00	0.00
25	Amount of line 20 Related to Energy Conservation Measures		
Signature of Executive Director		Signature of Public Housing Director	
<i>[Signature]</i>		<i>[Signature]</i>	
Date		Date	
11/21/11			

¹ To be completed for the Performance and Evaluation Report.

² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

³ PHAs with under 250 units in management may use 100% of CFP Grants for operations.

⁴ RHF funds shall be included here.

Annual Statement/Performance and Evaluation Report
Capital Fund Program, Capital Fund Program Replacement Housing Factor and
Capital Fund Financing Program

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 4/30/2011

Part II: Supporting Pages				Federal FFY of Grant: 2008				
PHA Name:		Grant Type and Number Capital Fund Program Grant No: PA26P03450108 CFFP (Yes/ No): Replacement Housing Factor Grant No:						
Franklin County Housing Authority								
Development Number Name/PHA -Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised ¹	Funds Obligated ²	Funds Expended ²	
HA Wide Activities								
	A. Operations	1406		62,292.00	30,761.56	30,761.56	30,761.56	complete
	B. Community Policing	1408		50,000.00	30,518.21	30,518.21	30,518.21	complete
	C. Resident Initiatives	1408		60,000.00	60,000.00	60,000.00	60,000.00	complete
	D. Computer Software	1408		5,000.00	11,000.00	11,000.00	11,000.00	complete
	E. Staff Training	1408		15,000.00	15,000.00	15,000.00	15,000.00	complete
	F. Administration	1410		62,294.00	62,294.00	62,294.00	62,294.00	complete
	G. Audit	1411		1,035.00	1,035.00	1,035.00	1,035.00	complete
	H. A/E Fees	1430		30,000.00	22,227.10	22,227.10	22,227.10	complete
	I. Copy Machine	1475		15,000.00	14,376.00	14,376.00	14,376.00	complete
	J. Computers	1475.1	2	10,000.00	10,000.00	10,000.00	8378.72	in progress
	Subtotal			310,621.00	257,211.87	257,211.87	255590.59	
	Replacement Reserve	1490		0.00	0.00	0.00	0.00	
PA34-1	A. Floor Tile Replacement	1460	1000 sq ft	5,000.00	10,795.95	10,795.95	10795.95	complete
Elderly C-Burg	B. Tree Trim & Removal (funded 2010)	1450		0	9,360.00	9,360.00	9,360.00	complete
	Subtotal			5,000.00	20,155.95	20,155.95	20,155.95	

¹ To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

² To be completed for the Performance and Evaluation Report.

Annual Statement/Performance and Evaluation Report
Capital Fund Program, Capital Fund Program Replacement Housing Factor and
Capital Fund Financing Program

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 4/30/2011

Part II: Supporting Pages									
PHA Name:			Grant Type and Number				Federal FFY of Grant: 2008		
			Capital Fund Program Grant No: PA26P03450108						
Franklin County Housing Authority			CFPP (Yes/ No):						
			Replacement Housing Factor Grant No:						
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work	
				Original	Revised ¹	Funds Obligated ²	Funds Expended ²		
PA34-2	A. Floor Tile Replacement	1460	1800 sq ft	10,000.00	6,425.15	6,425.15	6,425.15	complete	
Family C-Burg	B. Roof & Gutter	1460	90000sq ft	200,707.00	200,707.00	200,707.00	200,707.00	complete	
	C. Tree Trim & Removal (funded 2010)	1450		0	19,305.00	19,305.00	19,305.00	complete	
	D. Management Office Renovation (09)	1470		0	44,506.51	44,506.51	44,506.51	complete	
Subtotal				210,707.00	270,943.66	270,943.66	270,943.66		
PA34-3	A. Side Walks (Elder	1450	900 lf	81,609.00	0	0.00	0.00	removed	
Elderly W-Boro	B. Floor Tile Replacement	1460	150 sq ft	5,000.00	1,624.08	1,624.08	1624.08	complete	
	C. Tree Trim & Removal (funded 2010)	1450		0	7,410.00	7,410.00	7,410.00	complete	
Subtotal				86,609.00	9,034.08	9,034.08	9,034.08		
PA34-4	A. Floor Tile Replacement	1460	1650 sq ft	10,000.00	36,591.82	36,591.82	36,591.82	complete	
Family W-Boro	B. Tree Trim & Removal (funded 2010)	1450		0	11,245.00	11,245.00	11,245.00	complete	
	C. Storage Sheds (funded 2012)	1460	30	0	17,754.62	17,754.62	17,754.62	complete	
Subtotal				10,000.00	65,591.44	65,591.44	65,591.44		

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 4/30/2011

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U.S. Department of Housing and Urban Development
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Capital Fund Program-Five Year Action Plan

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
Expires 4/30/2011

Part I: Summary					
Franklin County Housing Authority		Chambersburg/Franklin/Pennsylvania	<input checked="" type="checkbox"/> Original 5-Year Plan	<input type="checkbox"/> Revision No:	
Development Number and Name	Work Statement for Year 1 FFY <u>2012</u>	Work Statement for Year 2 FFY <u>2013</u>	Work Statement for Year 3 FFY <u>2014</u>	Work Statement for Year 4 FFY <u>2015</u>	Work Statement for Year 5 FFY <u>2016</u>
A					
B	Physical Improvements	374,353	317,483	371,483	371,483
C	Management Improvements	109,035	115,905	106,905	106,905
D	PHA-Wide Non-dwelling Structures and Equipment		50,000	5,000	5,000
E	Administration	54,265	54,265	54,265	54,265
F	Other				
G	Operations	5,000	5,000	5,000	5,000
H	Demolition				
I	Development				
J	Capital Fund Financing-				
K	Total CFP Funds	542,653	542,653	542,653	542,653
L	Total Non-CFP funds				
M	Grand Total	542,653	542,653	542,653	542,653

Capital Fund Program-Five Year Action Plan

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
Expires 4/30/2011

Part II: Supporting Pages -Physical Needs Work Statement(s)

Work Statement for Year 1 FFY 2011	Work Statement for Year <u>2</u> FFY 2013			Work Statement for Year <u>3</u> FFY 2014		
	Development Number/Name & General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name & General Description of Major Work Categories	Quantity	Estimated Cost
See Annual Statement	AMP 1 Elderly Chambersburg			AMP 1 Elderly Chambersburg		
	A. Floor Tile Replacement	1,237	9,709	A. Floor Tile Replacement	825 sq ft	\$5,000
	B. Security Cameras	3	7,500	B. Storm Doors	100	\$25,000
	C. Landscaping/Mulch	7 Units	910	C. Interior Lighting	610	\$38,100
	D. Trash Can/Receptacles	300	7,800	Subtotal		\$68,100
	AMP 2 Family Chambersburg	Subtotal	25,919	AMP 2 Family Chambersburg		
	A. Floor Tile Replacement	1650 sq ft	10,000	A. Floor Tile Replacement	1650 sq ft	\$10,000
	B. Bathroom Renovations	98	264,499	B. Storm Doors	146	\$58,400
	C. Security Cameras	6	18,000	C. Window Replacement	360	\$68,583
	D. Landscaping/Mulch	44 Units	5,720	D. Parking Spaces		\$8,000
	AMP 3 Elderly Waynesboro	Subtotal	298,219	AMP 3 Elderly Waynesboro	Subtotal	\$144,983
	A. Floor Tile Replacement	1,238	9,709	A. Floor Tile Replacement	825 sq ft	\$5,000
	B. Pole Lights	15	3,000	B. Storm Doors	60	\$15,000
	C. Soffit & Facia	60	15,354		Subtotal	\$20,000
	D. Landscaping/Mulch	4 Units	520	AMP 4 Family Waynesboro		
	E. Trash Can/Receptacles	177	4,602	A. Floor Tile Replacement	1650 sq ft	\$10,000
	Subtotal	Subtotal	33,185	B. Storm Doors	120	\$30,000
	AMP 4 Family Waynesboro			C. Window Replacement	222	\$44,400
	A. Floor Tile Replacement	1650 sq ft	10,000		Subtotal	\$84,400
	B. Pole Lights	15	3,000			
	C. Landscaping/Mulch	31 Units	4,030			
	Subtotal	Subtotal	17,030			
	Subtotal of Estimated Cost			Subtotal of Estimated Cost		
			374,353			317,483

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
Expires 4/30/2011

form HUD-50075.2 (4/2008)
pa034e01

Capital Fund Program-Five Year Action Plan

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
Expires 4/30/2011

Part III: Supporting Pages -Management Needs Work Statement(s)				
Work Statement for Year 1 FFY 2011	Work Statement for Year 2 FFY 2013		Work Statement for Year: 3 FFY 2014	
	Development Number/Name General Description of Major Work Categories	Estimated Cost	Development Number/Name General Description of Major Work Categories	Estimated Cost
See	HA Wide		HA Wide	
Annual	A. Administration	54,265	A. Administration	54,265
Statement	1. Modernization Coordinator		1. Modernization Coordinator	
	2. Executive Director		2. Executive Director	
	3. Deputy Executive Director		3. Deputy Executive Director	
	4. Comptroller		4. Comptroller	
	5. Accountant		5. Accountant	
	6. Fiscal Assistant		6. Fiscal Assistant	
	7. Administrative Assistant		7. Administrative Assistant	
	G. Operations	5,000	H. Operations	5,000
	HA Wide		HA Wide	
	Maintenance Vehicle/Equipment	0	Maintenance Vehicle/Equipment 2	50,000
	A. Community Policing	30,000	A. Community Policing	30,000
	B. Resident Initiatives	52,000	B. Resident Initiatives	52,000
	C. Training	1,000	C. Training	10,000
	D. Computer Software	5,000	D. Computer Software	5,000
	E. Computer Hardware	10,000	E. Computer / Copy Machine	7,870
	F. A&E	9,600	F. A&E	9,600
	G. Audit	1,435	G. Audit	1,435
	Subtotal of Estimated Cost	168,300	Subtotal of Estimated Cost	225,170

Capital Fund Program-Five Year Action Plan

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
Expires 4/30/2011

Part III: Supporting Pages -Management Needs Work Statement(s)			
Work Statement for Year 1 FFY 2010	Work Statement for Year 4 FFY 2015	Work Statement for Year: 5 FFY 2016	
Development Number/Name General Description of Major Work Categories	Estimated Cost	Development Number/Name General Description of Major Work Categories	Estimated Cost
See	HA Wide	HA Wide	
Annual Statement	A. Administration	A. Administration	54,265
	1. Modernization Coordinator	1. Modernization Coordinator	
	2. Executive Director	2. Executive Director	
	3. Deputy Executive Director	3. Deputy Executive Director	
	4. Comptroller	4. Comptroller	
	5. Accountant	5. Accountant	
	6. Fiscal Assistant	6. Fiscal Assistant	
	7. Administrative Assistant	7. Administrative Assistant	
	H. Operations	H. Operations	5,000
	HA Wide	HA Wide	
	Maintenance Equipment	Maintenance Equipment	5,000
	A. Community Policing	A. Community Policing	30,000
	B. Resident Initiatives	B. Resident Initiatives	52,000
	C. Training	C. Training	1,000
	D. Computer Software	D. Computer Software	5,000
	E. Computer	E. Computer	7,870
	F. A&E	F. A&E	9,600
	G. Audit	G. Audit	1,435
	Subtotal of Estimated Cost	Subtotal of Estimated Cost	171,170
			171,170

Resident Advisory Board Meeting October 11, 2011

Topics covered:
Smoke-Free Housing Addendum
Crime-Free Addendum
Capital Funds

Residents in Attendance: 11

Anna Jones	Carrie Leshman
John Ritter	Francisco Estrada
Valerie Miller	Anavera Estrada
Diana Emigh	David Miley
Pat Naugle	Josephine Thomas
Betty Naugle	

Smoke-Free Housing Addendum

Supportive Services Coordinator, Mary Howard, distributed a copy of the FCHA Board-approved Smoke-Free Housing Addendum to each resident in attendance. The policy was briefly paraphrased and residents were told that the addendum would go into effect on January 1, 2012. The following comments were recorded from the residents:

"Are we allowed to put up canopies? I am not standing out in a blizzard to smoke and I am not asking my visitors to stand out in a blizzard. I don't see the harm in smoking right outside of my door."

"Twenty feet in any direction will put you in the road."

Crime-Free Housing Addendum

A copy of the Crime-Free Housing Addendum, which is pending Board approval, was distributed and briefly paraphrased for each resident. The following comments from the residents were recorded:

"It needs to be defined more. Is the whole family being checked for crimes or just the adults?"

"The part about who gets checked needs to be clearer."

"Is child endangerment or neglect included in the policy?"

"If we are drawing up all these policies, we need one for unsupervised children, too. That's one of the biggest problems here! There should be repercussions for a parent getting complaints about their children running around unsupervised."

"The handbook talks about kids under 12 being supervised, but there are three year olds unattended in this neighborhood. That needs to be changed."

Capital Funds

A definition of the term "capital funds" was discussed along with the fact that FCHA Capital Funds were cut in 2011 and may be cut even further in 2012. Prospective Capital Funds projects were presented.

The following comments were received from the residents in attendance:

"AMP#1 needs new storm doors and front doors badly!"

"This all repeats. Tile replacements, bathroom renovations, and security cameras have all been here before."

David Miley and Anavera Estrada (428 W. Catherine & 449 W. Wash) want to ask, "When is something going to be done about my porch that floods? Every year at recert, I complain about this problem in writing, but it isn't fixed! I even turn in pictures that I took. It is a safety hazard and I want something done! "

Submitted by: Mary Howard

Mary Howard
Supportive
Services
Coordinator

Resident Advisory Board Meeting—Waynesboro October 21, 2011

Topics covered:
Smoke-Free Housing Addendum
Crime-Free Addendum
Capital Funds

Residents in Attendance: 14

Mike Wessel	Blaine Kettermann	2 Unidentified Non-Residents
Kiera Lawbaugh	Earl Lehman	
Virginia Bittinger	Lisa Dixon	
Camille Russo	Jennifer Hartman	
Emily Snyder	Nancy Reinks	
Diane Kelley-Rummell	Whitney McElwee	

Smoke-Free Housing Addendum

Supportive Services Coordinator (SSC), Mary Howard, distributed a copy of the FCHA Board-approved Smoke-Free Housing Addendum to each resident in attendance. The policy was briefly paraphrased and residents were told that the addendum would go into effect on January 1, 2012. The residents were extremely agitated by this proclamation and several expressed interest in creating a petition. SSC informed tenants that the Smoke-Free Housing Addendum was in front of the FCHA Board approximately one year ago and reminded the tenants that, at that time, SSC advocated for the residents to express displeasure via a petition to no avail. Regardless, SSC announced the remaining Board meeting dates and locations to interested parties. The following comments were recorded from the residents:

"It is ridiculous that electronic cigarettes are included."

"Cigarettes are going to be on the ground and in the hands of children."

"I wish people would follow the rules and not smoke in the units when this rule goes into effect. I am tired of smoke drifting through my vents."

Crime-Free Housing Addendum

A copy of the Crime-Free Housing Addendum, which is pending Board approval, was distributed and briefly paraphrased for each resident. The following comments from the residents were recorded:

"What about DUI?"

"If someone was arrested for harassment five years ago, why would they be evicted now?"

"The Housing Authority should do something about drugs."

Capital Funds

A definition of the term "capital funds" was discussed along with the fact that FCHA Capital Funds were cut in 2011 and may be cut even further in 2012. Prospective Capital Funds projects were presented. The following comment was received from the residents in attendance:

"We should call the Arbor Day Foundation for a donation of trees."

Submitted by: Mary Howard

Mary Howard
Supportive Services Coordinator

THE HOUSING AUTHORITY OF THE COUNTY OF FRANKLIN
Section 8 Existing Housing

*436 West Washington Street
Chambersburg, Pennsylvania 17201-2458
Area Code 717 Phone 263-2021
Fax 717-263-7474
T.D.D. 717-263-3015*

*202 Elder Avenue
Waynesboro, Pennsylvania 17268-1224
Area Code 717 Phone 762-7117
Fax 717-762-9655*

SECTION 8 HOUSING CHOICE VOUCHER PROGRAM
RESIDENT ADVISORY BOARD COMMITTEE
NOVEMBER 3, 2011
10:00 A.M.

Daisy Reeves
Isabel Stennett

Daisy Reeves and Isabel Stennett were the only two who showed up for this meeting. The following chapters that were discussed are in our Section 8 Administrative Plan.

Went over Chapter 2 (pages 4 and 7), "Fair Housing and Equal Opportunity", and changed some wording on both pages. The Advisory Board was fine with these changes and had no comment.

Went over Chapter 3 (pages 4, 21, 22, 23 and 26), "Eligibility", and elaborated on emancipated minors along with what documentation is needed when someone has successfully completed a drug rehab program. Also changed the time frame of when someone can re-apply for assistance from 10 years to 5 years making everything uniform. The Advisory Board was fine with these changes and had no comment.

Went over Chapter 4 (pages 2, 6, 8, 12, 16 and 17), "Applicants, Waiting List and Tenant Selection", and added our online address for applications and removed receiving information by fax. Took out the Gazette on page 6, as Isabel Stennett stated this was only an online information paper, and added to page 12 the clarification of a full time student which does not include online classes. Changed the waiting time for re-applying for assistance on pages 16 and 17 from 3 years to 5 years and restitution for extensive or repeated damage to unit and for unpaid rent and/or utility bills and for failure to comply with any repayment plan to the Housing Authority; also changed never to 10 years and restitution for full court eviction. The Advisory Board suggested adding the Franklin Shopper to the list of public notices if it was not too expensive to advertise with them. However, after consideration of this idea I decided not to add them to the list of public notices since this paper is known for its selling and buying advertisements and not

necessarily for informational purposes. Other than that suggestion the Advisory Board was fine with the rest of the changes.

Went over Chapter 11 (pages 2, 8, 9, 10 and 11), "Reexaminations", and changed our reexamination process days from 120 to 90. On pages 8, 10 and 11 added must report changes in writing. On page 9 added "The FCHA will conduct an interim reexamination if more than 12 months will lapse between their new and previous residence." On page 11 added the sentence "The family must report the changes in writing by the 25th of the month in which it occurred; otherwise the rent decrease will not take effect until the first of the following month." The Advisory Board was fine with these changes and had no comment.

Went over Chapter 12 (page 7 and added pages 8 and 9), "Termination of Assistance & Tenancy", and added a whole section on the order in which we would terminate families if we have insufficient funding to support continued assistance. The Advisory Board had asked if we could set up a plan of action so if we have to start terminating participants from the program we can give them different suggestions on where they can go to possibly get temporary help until their Section 8 is re-instated.

Went over Chapter 16 (page 37), "Program Administration", and added how we would inform participants if we could no longer approve a move to a higher cost area and then how we would inform them once we could approve these moves again. The Advisory Board was fine with this change and had no comment.



Lauren F. Duvall
Section 8 Coordinator

Providing Information to Families and Owners

The PHA must take steps to ensure that families and owners are fully aware of all applicable civil rights laws. As part of the briefing process, the PHA must provide information to HCV applicant families about civil rights requirements and the opportunity to rent in a broad range of neighborhoods [24 CFR 982.301]. The Housing Assistance Payments (HAP) contract informs owners of the requirement not to discriminate against any person because of race, color, religion, sex, national origin, age, familial status, or disability in connection with the contract.

Discrimination Complaints

If an applicant or participant believes that any family member has been discriminated against by the PHA or an owner, the family should advise the PHA. HUD requires the PHA to make every reasonable attempt to determine whether the applicant's or participant's assertions have merit and take any warranted corrective action. In addition, the PHA is required to provide the applicant or participant with information about how to file a discrimination complaint [24 CFR 982.304].

Applicants or participants who believe that they have been subject to unlawful discrimination must notify the FCHA in writing.

The FCHA will attempt to remedy discrimination complaints made against the FCHA.

The FCHA will provide a copy of a discrimination complaint form to the complainant and provide them with information on how to complete and submit the form to HUD's Office of Fair Housing and Equal Opportunity (FHEO).

2-II.C. REQUEST FOR AN ACCOMMODATION

If an applicant or participant indicates that an exception, change, or adjustment to a rule, policy, practice, or service is needed because of a disability, HUD requires that the PHA treat the information as a request for a reasonable accommodation, even if no formal request is made [Joint Statement of the Departments of HUD and Justice: Reasonable Accommodations under the Fair Housing Act].

The family must explain what type of accommodation is needed to provide the person with the disability full access to the PHA's programs and services.

If the need for the accommodation is not readily apparent or known to the PHA, the family must explain the relationship between the requested accommodation and the disability. There must be an identifiable relationship, or nexus, between the requested accommodation and the individual's disability.

The FCHA will encourage the family to make its request in writing using a reasonable accommodation request form. However, the FCHA will consider the accommodation any time the family indicates that one is needed - whether or not a formal written request is submitted.

3-I.D. HEAD OF HOUSEHOLD [24 CFR 5.504(b)]

Head of household means the adult member of the family who is considered the head for purposes of determining income eligibility and rent. The head of household is responsible for ensuring that the family fulfills all of its responsibilities under the program, alone or in conjunction with a cohead or spouse.

The family may designate any qualified family member as the head of household.

The head of household must have the legal capacity to enter into a lease under state and local law. A minor who is emancipated under state law may be designated as head of household.

3-I.E. SPOUSE, COHEAD, AND OTHER ADULT

A family may have a spouse or cohead, but not both [HUD-50058 IB, p. 13].

Spouse means the marriage partner of the head of household.

A marriage partner includes the partner in a "common law" marriage as defined in state law. The term "spouse" does not apply to friends, roommates, or significant others who are not marriage partners. A minor who is emancipated under state law may be designated as a spouse.

A *cohead* is an individual in the household who is equally responsible with the head of household for ensuring that the family fulfills all of its responsibilities under the program, but who is not a spouse. A family can have only one cohead.

Minors who are emancipated under state law may be designated as a cohead. To qualify for emancipation, minors must be at least 16 years of age, be financially self-sufficient and have parental consent for this legal proceeding.

Other adult means a family member, other than the head, spouse, or cohead, who is 18 years of age or older. Foster adults and live-in aides are not considered other adults.

3-III.B. MANDATORY DENIAL OF ASSISTANCE [24 CFR 982.553(a)]

HUD requires the PHA to deny assistance in the following cases:

- Any member of the household has been evicted from federally-assisted housing in the last 3 years for drug-related criminal activity. HUD permits, but does not require, the PHA to admit an otherwise-eligible family if the household member has completed a PHA-approved drug rehabilitation program or the circumstances which led to eviction no longer exist (e.g., the person involved in the criminal activity no longer lives in the household).

The FCHA will not admit an otherwise-eligible family who was evicted from federally-assisted housing for drug-related criminal activity in the past 5 years.

- The PHA determines that any household member is currently engaged in the use of illegal drugs.

***Currently engaged in* is defined as any use of illegal drugs during the previous six months.**

- The PHA has reasonable cause to believe that any household member's current use or pattern of use of illegal drugs, or current abuse or pattern of abuse of alcohol, may threaten the health, safety, or right to peaceful enjoyment of the premises by other residents.

In determining reasonable cause, the FCHA will consider all credible evidence, including but not limited to, any record of convictions, arrests, or evictions of household members related to the use of illegal drugs or the abuse of alcohol. A conviction will be given more weight than an arrest. The FCHA will also consider evidence from treatment providers or community-based organizations providing services to household members.

- Any household member has ever been convicted of drug-related criminal activity for the production or manufacture of methamphetamine on the premises of federally assisted housing
- If any household member is currently registered as a sex offender under a State registration requirement, the family will be denied assistance.

3-III.C. OTHER PERMITTED REASONS FOR DENIAL OF ASSISTANCE

HUD permits, but does not require, the PHA to deny assistance for the reasons discussed in this section.

Criminal Activity [24 CFR 982.553]

HUD permits, but does not require, the PHA to deny assistance if the PHA determines that any household member is currently engaged in, or has engaged in during a reasonable time before the family would receive assistance, certain types of criminal activity.

If any household member is currently engaged in, or has engaged in any of the following criminal activities, within the past five years, the family will be denied assistance.

***Drug-related criminal activity*, defined by HUD as the illegal manufacture, sale, distribution, or use of a drug, or the possession of a drug with intent to manufacture, sell, distribute or use the drug [24 CFR 5.100].**

***Violent criminal activity*, defined by HUD as any criminal activity that has as one of its elements the use, attempted use, or threatened use of physical force substantial enough to cause, or be reasonably likely to cause, serious bodily injury or property damage [24 CFR 5.100].**

Criminal activity that may threaten the health, safety, or right to peaceful enjoyment of the premises by other residents or persons residing in the immediate vicinity; or

Criminal activity that may threaten the health or safety of property owners and management staff, and persons performing contract administration functions or other responsibilities on behalf of the PHA (including a PHA employee or a PHA contractor, subcontractor, or agent).

***Immediate vicinity* means within a three-block radius of the premises.**

Evidence of such criminal activity includes, but is not limited to:

Any conviction for drug-related or violent criminal activity within the past 5 years

Any arrests for drug-related or violent criminal activity within the past 5 years

Any record of eviction from public or privately-owned housing as a result of criminal activity within the past 5 years

A conviction for drug-related or violent criminal activity will be given more weight than an arrest for such activity.

In making its decision to deny assistance, the FCHA will consider the factors discussed in Section 3-III.E. Upon consideration of such factors, the FCHA may, on a case-by-case basis, decide not to deny assistance.

Previous Behavior in Assisted Housing [24 CFR 982.552(c)]

HUD authorizes the PHA to deny assistance based on the family's previous behavior in assisted housing:

The FCHA will not deny assistance to an otherwise eligible family because the family previously failed to meet its obligations under the Family Self-Sufficiency (FSS) program.

The FCHA will deny assistance to an applicant family if:

The family does not provide information that the FCHA or HUD determines is necessary in the administration of the program.

The family does not provide complete and true information to the FCHA.

Any family member has been evicted from federally-assisted housing in the last five years.

Any PHA has ever terminated assistance under the program for any member of the family.

Any family member has committed fraud, bribery, or any other corrupt or criminal act in connection with any federal housing program.

The family owes rent or other amounts to any PHA in connection with the HCV, Certificate, Moderate Rehabilitation or public housing programs, unless the family repays the full amount of the debt prior to being selected from the waiting list.

If the family has not reimbursed any PHA for amounts the PHA paid to an owner under a HAP contract for rent, damages to the unit, or other amounts owed by the family under the lease, unless the family repays the full amount of the debt prior to being selected from the waiting list.

The family has breached the terms of a repayment agreement entered into with any PHA, unless the family repays the full amount of the debt covered in the repayment agreement prior to being selected from the waiting list.

A family member has engaged in or threatened violent or abusive behavior toward PHA personnel.

Abusive or violent behavior towards PHA personnel includes verbal as well as physical abuse or violence. Use of racial epithets, or other language, written or oral, that is customarily used to intimidate may be considered abusive or violent behavior.

Threatening refers to oral or written threats or physical gestures that communicate intent to abuse or commit violence.

In making its decision to deny assistance, the FCHA will consider the factors discussed in Section 3-III.E. Upon consideration of such factors, the FCHA may, on a case-by-case basis, decide not to deny assistance.

3-III.E. CRITERIA FOR DECIDING TO DENY ASSISTANCE

Evidence [24 CFR 982.553(c)]

The FCHA will use the concept of the preponderance of the evidence as the standard for making all admission decisions.

***Preponderance of the evidence* is defined as evidence which is of greater weight or more convincing than the evidence which is offered in opposition to it; that is, evidence which as a whole shows that the fact sought to be proved is more probable than not. Preponderance of the evidence may not be determined by the number of witnesses, but by the greater weight of all evidence.**

Consideration of Circumstances [24 CFR 982.552(c)(2)]

HUD authorizes the PHA to consider all relevant circumstances when deciding whether to deny assistance based on a family's past history except in the situations for which denial of assistance is mandated (see Section 3-III.B).

The FCHA will consider the following factors prior to making its decision:

The seriousness of the case, especially with respect to how it would affect other residents

The effects that denial of assistance may have on other members of the family who were not involved in the action or failure

The extent of participation or culpability of individual family members, including whether the culpable family member is a minor or a person with disabilities, or (as discussed further in section 3-III.G) a victim of domestic violence, dating violence, or stalking

The length of time since the violation occurred, the family's recent history and the likelihood of favorable conduct in the future

In the case of drug or alcohol abuse, whether the culpable household member is participating in or has successfully completed a supervised drug/alcohol rehabilitation program, or has otherwise been rehabilitated successfully

The FCHA will require the applicant to submit evidence of the household member's successful completion of a supervised drug/alcohol rehabilitation program, or evidence of otherwise having been rehabilitated successfully. If all drug charges were dropped or a conviction was overturned, documentation from a legal source must be provided.

PART I: THE APPLICATION PROCESS

4-I.A. OVERVIEW

This part describes the policies that guide the PHA's efforts to distribute and accept applications, and to make preliminary determinations of applicant family eligibility that affect placement of the family on the waiting list. This part also describes the PHA's obligation to ensure the accessibility of the application process to elderly persons, people with disabilities, and people with limited English proficiency (LEP).

4-I.B. APPLYING FOR ASSISTANCE [HCV GB, pp. 4-11 – 4-16]

Any family that wishes to receive HCV assistance must apply for admission to the program. HUD permits the PHA to determine the format and content of HCV applications, as well how such applications will be made available to interested families and how applications will be accepted by the PHA.

The FCHA initially will require families to provide only the information needed to make an initial assessment of the family's eligibility, and to determine the family's placement on the waiting list. The family will be required to provide all of the information necessary to establish family eligibility and level of assistance when the family is selected from the waiting list.

Families may obtain applications from the FCHA's office during normal business hours; or an application may be completed and submitted on line at www.fcha.net. Families who reside in the state of PA may also request – by telephone, mail or e-mail – an application be sent to the family via first class mail.

Completed applications must be returned to the FCHA by mail or submitted in person during normal business hours. Applications must be complete in order to be accepted by the FCHA for processing. If an application is incomplete, the FCHA will notify the family of the additional information required.

4-IL.C. OPENING AND CLOSING THE WAITING LIST [24 CFR 982.206]

Closing the Waiting List

A PHA is permitted to close the waiting list if it has an adequate pool of families to use its available HCV assistance. Alternatively, the PHA may elect to continue to accept applications only from certain categories of families that meet particular preferences or funding criteria.

The FCHA will close the waiting list when the estimated waiting period for housing assistance for applicants on the list reaches 24 months for the most current applicants. Where the FCHA has particular preferences or funding criteria that require a specific category of family, the FCHA may elect to continue to accept applications from these applicants while closing the waiting list to others.

Reopening the Waiting List

If the waiting list has been closed, it cannot be reopened until the PHA publishes a notice in local newspapers of general circulation, minority media, and other suitable media outlets. The notice must comply with HUD fair housing requirements and must specify who may apply, and where and when applications will be received.

The FCHA will announce the reopening of the waiting list at least 10 business days prior to the date applications will first be accepted. If the list is only being reopened for certain categories of families, this information will be contained in the notice.

The FCHA will give public notice by publishing the relevant information in suitable media outlets including, but not limited to:

Public Opinion

Record Herald

4-II.E. REPORTING CHANGES IN FAMILY CIRCUMSTANCES

While the family is on the waiting list, the family must immediately inform the FCHA of changes in contact information, including current residence, mailing address, phone number, family size or composition, changes in preferences, and changes in income or income source. The changes must be submitted in writing.

4-II.F. UPDATING THE WAITING LIST [24 CFR 982.204]

HUD requires the PHA to establish policies to use when removing applicant names from the waiting list.

Purging the Waiting List

The decision to withdraw an applicant family that includes a person with disabilities from the waiting list is subject to reasonable accommodation. If the applicant did not respond to a PHA request for information or updates because of the family member's disability, the PHA must reinstate the applicant family to their former position on the waiting list [24 CFR 982.204(c)(2)].

The waiting list will be updated annually to ensure that all applicants and applicant information is current and timely.

To update the waiting list, the FCHA will send an update request via first class mail to each family on the waiting list to determine whether the family continues to be interested in, and to qualify for, the program. This update request will be sent to the last address that the FCHA has on record for the family. The update request will provide a deadline by which the family must respond and will state that failure to respond will result in the applicant's name being removed from the waiting list.

The family's response must be in writing and may be delivered in person or by mail. Responses should be postmarked or received by the FCHA not later than 15 business days from the date of the PHA letter.

If the family fails to respond within 15 business days, the family will be removed from the waiting list without further notice.

If the notice is returned by the post office with no forwarding address, the applicant will be removed from the waiting list without further notice.

If the notice is returned by the post office with a forwarding address, the notice will be re-sent to the address indicated. The family will have 15 business days to respond from the date the letter was re-sent.

If a family is removed from the waiting list for failure to respond, the Section 8 Coordinator may reinstate the family if s/he determines the lack of response was due to PHA error, or to circumstances beyond the family's control.

A counselor, therapist or other appropriate professional recommends in writing that the individual be allowed to reside with the family.

If the abuser returns to the family without approval of the FCHA, the FCHA will deny or terminate assistance for breach of the certification.

At the family's request, the FCHA will take precautions to ensure that the new location of the family is concealed in cases of domestic abuse.

#2 – Homeless Preference: Persons who are homeless: defined as lacking a fixed, regular, adequate nighttime residence, and have a primary nighttime residence that is supervised by a public or private shelter. Homeless family does not include any individual imprisoned or detained pursuant to State Law or an Act of Congress.

Homeless families may maintain their place on the waiting list while completing a transitional housing program.

#1 – Working Preference: Families where the head or spouse is and has been employed for 12 consecutive months or who are actively attending an accredited college as a full-time student (online classes are not acceptable) designed to prepare the individual for the job market. This preference is automatically extended to elderly families or families whose head or spouse is receiving income based on their inability to work.

Graduates of transitional housing programs for homeless/substance abusers/victims of domestic abuse.

Income Targeting Requirement [24 CFR 982.201(b)(2)]

HUD requires that extremely low-income (ELI) families make up at least 75% of the families admitted to the HCV program during the PHA's fiscal year. ELI families are those with annual incomes at or below 30% of the area median income. To ensure this requirement is met, a PHA may skip non-ELI families on the waiting list in order to select an ELI family.

Low income families admitted to the program that are "continuously assisted" under the 1937 Housing Act [24 CFR 982.4(b)], as well as low-income or moderate-income families admitted to the program that are displaced as a result of the prepayment of the mortgage or voluntary termination of an insurance contract on eligible low-income housing, are not counted for income targeting purposes [24 CFR 982.201(b)(2)(v)].

The FCHA will monitor progress in meeting the ELI requirement throughout the fiscal year. Extremely low-income families will be selected ahead of other eligible families on an as-needed basis to ensure the income targeting requirement is met.

4-III.F. COMPLETING THE APPLICATION PROCESS

The PHA must verify all information provided by the family (see Chapter 7). Based on verified information, the PHA must make a final determination of eligibility (see Chapter 3) and must confirm that the family qualified for any special admission, targeted admission, or selection preference that affected the order in which the family was selected from the waiting list.

If the FCHA determines that the family is ineligible, the FCHA will send written notification of the ineligibility determination within 10 business days of the determination. The notice will specify the reasons for ineligibility, and will inform the family of its right to request an informal review (Chapter 16).

If a family fails to qualify for any criteria that affected the order in which it was selected from the waiting list (e.g. targeted funding, local preference, extremely low-income), the family will be returned to the waiting list, taking into account any change in the family's preference status. The FCHA will notify the family in writing that it has been returned to the waiting list, and will specify the reasons for it.

If the FCHA determines that the family is eligible to receive assistance, the FCHA will invite the family to attend a briefing in accordance with the policies in Chapter 5.

If the family was pulled to attend two scheduled briefings within a 12 month period and the family declined to attend either briefing without good cause, the family would not be eligible to attend another briefing for 12 months from the date of the last scheduled briefing.

WAITING TIME FOR RE-APPLYING FOR RENTAL ASSISTANCE AFTER TERMINATION FROM ANY FEDERALLY SUBSIDIZED PROGRAM

Failure to return paperwork and/or missing required inspection appointments	1 year
Moving during the first year of lease with or without notice or termination during the first year of lease due to violations of program rules	1 year
Repeated poor housekeeping	1 year
Tenant fails to move into unit	1 year
Moving without giving notice and/or disappearing without a trace	3 years
Having individuals living in unit not on lease	3 years
Extensive or repeated damage to unit	5 years and restitution

**Unpaid rent and/or utility bills. Failure to
Comply with any repayment plan to the
Housing Authority**

**5 years and
restitution**

Full Court Eviction

**10 years and
restitution**

**In cases of restitution, this amount would need to be paid to the Housing Authority,
Landlord or the Utility Company depending on the situation.**

**If a tenant is terminated for more than one reason, the time period for being able to
re-apply will be added together.**

**If a tenant re-applies and returns to the program and they are terminated for any of
the above reasons, they will not be permitted to participate again.**

11-I.B. SCHEDULING ANNUAL REEXAMINATIONS

The PHA must establish a policy to ensure that the annual reexamination for each family is completed *within* a 12-month period, and may require reexaminations more frequently [HCV GB p. 12-1].

The FCHA will begin the annual reexamination process 90 days in advance of its scheduled effective date. Generally, the FCHA will schedule annual reexamination effective dates to coincide with the family's anniversary date.

***Anniversary date* is defined as 12 months from the effective date of the family's last annual reexamination or, during a family's first year in the program, from the effective date of the family's initial examination (admission).**

If the family moves to a new unit, the FCHA will not perform a new annual reexamination.

The FCHA also may schedule an annual reexamination for completion prior to the anniversary date for administrative purposes.

Notification of and Participation in the Annual Reexamination Process

The PHA is required to obtain the information needed to conduct annual reexaminations. How that information will be collected is left to the discretion of the PHA.

Families generally are required to participate in an annual reexamination interview, which must be attended by the head of household, spouse, or cohead. If participation in an in-person interview poses a hardship because of a family member's disability, the family should contact the FCHA to request a reasonable accommodation (see Chapter 2).

Notification of annual reexamination interviews will be sent by first-class mail. It will inform the family of the information and documentation that must be brought to the interview.

If the family is unable to attend a scheduled interview, the family should contact the FCHA in advance of the interview to schedule a new appointment. If a family does not attend the scheduled interview, the FCHA will send a second notification with a new interview appointment time.

If a family fails to attend two scheduled interviews without FCHA approval, or if the notice is returned by the post office with no forwarding address, a notice of termination (see Chapter 12) will be sent to the family's address of record.

An advocate, interpreter, or other assistant may assist the family in the interview process. The family and the FCHA must execute a certification attesting to the role and assistance of any such third party.

Departure of a Family or Household Member

Families must promptly notify the PHA if any family member no longer lives in the unit

[24 CFR 982.551(h)(3)]. Because household members are considered when determining the family unit (voucher) size [24 CFR 982.402], the PHA also needs to know when any live-in aide, foster child, or foster adult ceases to reside in the unit.

If a household member ceases to reside in the unit, the family must inform the FCHA, in writing, within 10 business days. This requirement also applies to a family member who has been considered temporarily absent at the point that the family concludes the individual is permanently absent.

If a live-in aide, foster child, or foster adult ceases to reside in the unit, the family must inform the FCHA, in writing, within 10 business days.

11-IL.C. CHANGES AFFECTING INCOME OR EXPENSES

Interim reexaminations can be scheduled either because the PHA has reason to believe that changes in income or expenses may have occurred, or because the family reports a change. When a family reports a change, the PHA may take different actions depending on whether the family reported the change voluntarily, or because it was required to do so.

PHA-Initiated Interim Reexaminations

PHA-initiated interim reexaminations are those that are scheduled based on circumstances or criteria defined by the PHA. They are not scheduled because of changes reported by the family.

The FCHA will conduct interim reexaminations in each of the following instances:

For families receiving the Earned Income Disallowance (EID), the FCHA will conduct an interim reexamination at the start and conclusion of the second 12 month exclusion period (50 percent phase-in period).

If the family has reported zero income, the FCHA will conduct an interim reexamination every month as long as the family continues to report that they have no income.

If at the time of the annual reexamination, it is not feasible to anticipate a level of income for the next 12 months (e.g. seasonal or cyclic income), the FCHA will schedule an interim reexamination to coincide with the end of the period for which it is feasible to project income.

If at the time of the annual reexamination, tenant-provided documents were used on a provisional basis due to the lack of third-party verification, and third-party verification becomes available, the FCHA will conduct an interim reexamination.

The FCHA may conduct an interim reexamination at any time in order to correct an error in a previous reexamination, or to investigate a tenant fraud complaint.

The FCHA will conduct an interim reexamination if more than 12 months will lapse between their new and previous residence.

Family-Initiated Interim Reexaminations

The PHA must adopt policies prescribing when and under what conditions the family must report changes in family income or expenses [24 CFR 982.516(c)]. In addition, HUD regulations require that the family be permitted to obtain an interim reexamination any time the family has experienced a change in circumstances since the last determination [24 CFR 982.516(b)(2)].

Required Reporting

HUD regulations give the PHA the freedom to determine the circumstances under which families will be required to report changes affecting income.

Families are required to report all increases in income in writing within 10 business days of the change occurring. The FCHA will conduct an interim reexamination to recalculate the new family share of rent and new subsidy amount.

Optional Reporting

The family may request an interim reexamination any time the family has experienced a change in circumstances since the last determination [24 CFR 982.516(b)(2)]. The PHA must process the request if the family reports a change that will result in a reduced family income [HCV GB, p. 12-9].

If a family reports a decrease in income from the loss of welfare benefits due to fraud or non-compliance with a welfare agency requirement to participate in an economic self-sufficiency program, the family's share of the rent will not be reduced [24 CFR 5.615]. For more information regarding the requirement to impute welfare income see Chapter 6.

If a family reports a change that it was not required to report and that would result in an increase in the family share of the rent, the FCHA will note the information in the tenant file, but will not conduct an interim reexamination.

If a family reports a change that it was not required to report and that would result in a decrease in the family share of rent, the FCHA will conduct an interim reexamination. See Section 11-II.D. for effective dates.

Families must report changes in income or expenses at all times.

11-IL.D. PROCESSING THE INTERIM REEXAMINATION

Method of Reporting

The family must notify the FCHA of all changes in writing.

Generally, the family will not be required to attend an interview for an interim reexamination. However, if the FCHA determines that an interview is warranted, the family may be required to attend.

Based on the type of change reported, the FCHA will determine the documentation the family will be required to submit. The family must submit any required information or documents within 10 business days of receiving a request from the FCHA. This time frame may be extended for good cause with FCHA approval. The FCHA will accept required documentation by mail, by fax, or in person.

Effective Dates

The PHA must establish the time frames in which any changes that result from an interim reexamination will take effect [24 CFR 982.516(d)]. The changes may be applied either retroactively or prospectively, depending on whether there is to be an increase or a decrease in the family share of the rent, and whether the family reported any required information within the required time frames [HCV GB, p. 12-10].

If the family share of the rent is to *increase*:

The increase generally will be effective on the first of the month following 30 days' notice to the family.

If a family fails to report a change within the required time frames, or fails to provide all required information within the required time frames, the increase will be applied retroactively, to the date it would have been effective had the information been provided on a timely basis. The family will be responsible for any overpaid subsidy and may be offered a repayment agreement in accordance with the policies in Chapter 16.

If the family share of the rent is to *decrease*:

The decrease will be effective on the first day of the month following the month in which the change was reported and all required documentation was submitted. The family must report the change in writing by the 25th of the month in which it occurred; otherwise the rent decrease will not take effect until the first of the following month. In cases where the change cannot be verified until after the date the change would have become effective, the change will be made retroactively.

Family Absence from the Unit [24 CFR 982.312]

The family may be absent from the unit for brief periods. The PHA must establish a policy on how long the family may be absent from the assisted unit. However, the family may not be absent from the unit for a period of more than 180 consecutive calendar days for any reason. Absence in this context means that no member of the family is residing in the unit.

If the family is absent from the unit for more than 180 consecutive calendar days, the family's assistance will be terminated. Notice of termination will be sent in accordance with Section 12-II.E.

Insufficient Funding [24 CFR 982.454]

The PHA may terminate HAP contracts if the PHA determines, in accordance with HUD requirements, that funding under the consolidated ACC is insufficient to support continued assistance for families in the program.

The FCHA will determine whether there is sufficient funding to pay for currently assisted families according to the policies in Part VIII of Chapter 16. If the FCHA determines there is a shortage of funding, prior to terminating any HAP contracts, the FCHA will determine if any other actions can be taken to reduce program costs. If after implementing all reasonable cost cutting measures there is not enough funding available to provide continued assistance for current participants, the FCHA will terminate HAP contracts as a last resort.

Prior to terminating any HAP contracts, the FCHA will inform the local HUD field office. The FCHA will terminate the minimum number needed in order to reduce HAP costs to a level within the FCHA's annual budget authority.

If the FCHA must terminate HAP contracts due to insufficient funding, the FCHA will do so in accordance with the following criteria and instructions in this order:

1. Families who have committed program fraud or abuse within the past 12 months.

First, the FCHA will terminate families who owe the FCHA money but are not yet under repayment agreement.

Second, the FCHA will terminate families who owe the FCHA money, are under repayment agreement, but have made at least one late payment.

Third, the FCHA will terminate families who owe the FCHA money, are under repayment agreement, and have made all payments in accordance with the repayment agreement.

2. Suspend Assistance to Current Program Participants. The FCHA will compile a list of all current program participants. This participant list shall be in descending order of date of admission into the program (that is the oldest date of admission shall appear first). This list will also exclude all head of households or co heads who are elderly (defined as age 62 or older) or is disabled.

The FCHA will then select non elderly/non disabled households from the participant list in order of program admission date, beginning with the participant with the oldest admission date. The FCHA will continue to select participants from the list until a sufficient number of participants are selected such that the sum of their monthly assistance payments is sufficient to reduce total monthly payments to an amount commensurate with program income.

In the event that there are not a sufficient number of non elderly/non disabled households available to reduce expenditures to the required level, then the FCHA will select elderly/disabled households for suspension in the order of the household's program admission date (beginning with the oldest date of admission).

All participants selected for suspension as described in this section shall receive no less than 30 days written notification of the suspension of assistance. Such notice shall also be provided to the affected property owner. Suspension of assistance under this section shall not be subject to the FCHA's grievance Policy and any participant suspended solely due to lack of sufficient funding shall not be entitled to a hearing to contest the PHA's action. Suspension of assistance to the participant under this section shall result in termination of the Housing Assistance Payment Contract with the property owner on the same date as assistance to the participant is suspended. The FCHA shall have no obligation for any additional assistance payments to the property owner beyond the date of suspension of assistance.

3. **Restoration of Assistance.** Any participant whose assistance is suspended due solely to lack of sufficient funding may be entitled to reinstatement of assistance. Reinstatement shall be available to any suspended participant who, as of the date of the reinstatement offer, is not already receiving another form of subsidized housing assistance. Such other subsidized housing assistance shall mean a housing program in which the participant is required to pay no more than 30% of their adjusted income for rent and utilities.

Assistance shall be reinstated in the same order in which assistance was originally suspended. However reinstatement may be subject to termination of participation in the event the participant has engaged in an act or acts during the suspension period, which act or acts would have resulted in program termination had the assistance suspension not been in effect. For example if during the suspension period the participant engages in a criminal act which would have resulted in a termination action had assistance not be suspended. In the event of such a termination action, all requirements in this policy governing termination of program participant shall be in effect.

Reinstatement will include the execution of a new Housing Assistance Payment contract with the property owner. If at the time of

reinstatement the new HAP contract is executed for the same dwelling occupied by the participant at the time of assistance suspension, the FCHA shall have no obligation for assistance payments during the time period in which the suspension action was in effect. When offered the opportunity for reinstatement, the affected participants will be subject to the procedures outlined in this policy for new participants, including but not limited to: issuance of the voucher, time period for locating a dwelling, execution of the HAP contract, rent reasonableness and Housing Quality Standards.

In no event shall the FCHA admit any new participant families from the waiting list nor absorb any incoming portable voucher holders until all eligible participants with suspended assistance have been offered the opportunity for reinstatement.

All suspended participants shall be notified in writing of the offer of reinstatement. Such written notice shall be sent to the last known mailing address provided by the participant. Failure of the participant to respond to the offer of reinstatement within 30 days shall be grounds for termination of assistance in accordance with the procedures for termination outlined in this Administrative Plan.

4. **Preference of Public Housing.** Any participant subject to suspension of assistance shall be eligible to receive a preference for admission into the FCHA's Public Housing Program. Applications of participants who have previous active Public Housing applications shall be updated to reflect the suspension preference. Participants with suspended assistance who have not previously applied for the FCHA's Public Housing program will be invited to submit an application at the time their Section 8 assistance is suspended. Admission into the Public Housing program for suspended participants will be subject to the same admission and eligibility requirements in effect for all other Public Housing applicants.
5. **Multiple Suspension Events.** In the event that the FCHA must suspend assistance on more than one occasion, additional restrictions on suspension will take effect. In no case shall any participant be subject to a 2nd or subsequent suspension event until all participants have been subject to suspension.
6. **Treatment of Suspended Participants During Suspension.** Any participants with suspended assistance shall remain a current program participant. As such reinstatement of assistance shall not be considered a new program admission for purposes of the income targeting requirements outlined in this Administrative Plan.

PART VIII: DETERMINATION OF INSUFFICIENT FUNDING

16-VIII.A. OVERVIEW

The HCV regulations allow PHAs to deny families permission to move and to terminate Housing Assistance Payments (HAP) contracts if funding under the consolidated ACC is insufficient to support continued assistance [24 CFR 982.314(e)(1) and 982.454]. Insufficient funding may also impact the PHA's ability to issue vouchers to families on the waiting list. This part discusses the methodology the PHA will use to determine whether or not the PHA has sufficient funding to issue vouchers, approve moves, and to continue subsidizing all families currently under a HAP contract.

16-VIII.B. METHODOLOGY

The FCHA will determine whether there is adequate funding to issue vouchers, approve moves to higher cost units and areas, and continue subsidizing all current participants by comparing the FCHA's annual budget authority to the annual total HAP needs on a monthly basis. The total HAP needs for the calendar year will be projected by establishing the actual HAP costs year to date. To that figure, the FCHA will add anticipated HAP expenditures for the remainder of the calendar year. Projected HAP expenditures will be calculated by multiplying the projected number of units leased per remaining months by the most current month's average HAP. The projected number of units leased per month will take into account the average monthly turnover of participant families. If the total annual HAP needs equal or exceed the annual budget authority, or if the FCHA cannot support the cost of the proposed subsidy commitment (voucher issuance or move) based on the funding analysis, the FCHA will be considered to have insufficient funding.

The FCHA will inform applicants at the time of their briefing if a move to a higher cost area is denied due to lack of funding. For current participants a letter denying their move will be sent them if they are requesting to move to a higher cost area and the receiving PHA cannot absorb them.

Once the FCHA has determined that funds are now available to allow moves to higher cost units and areas the FCHA will inform those participants who initially requested to port out but were denied and will inform all others by way of the Section 8 Newsletter.

Chapter 10

PETS

[24 CFR 5, Subpart C; 24 CFR 960, Subpart G]

INTRODUCTION

This chapter explains the PHA's policies on the keeping of pets and any criteria or standards pertaining to the policies. The rules adopted are reasonably related to the legitimate interest of the PHA to provide a decent, safe and sanitary living environment for all tenants, and to protect and preserve the physical condition of the property, as well as the financial interest of the PHA.

The chapter is organized as follows:

Part I: Assistance Animals. This part explains the difference between assistance animals and pets and contains policies related to the designation of an assistance animal as well as their care and handling.

Part II: Pet policies for all developments. This part includes pet policies that are common to both elderly/disabled developments and general occupancy developments.

Part III: Pet deposits and fees for elderly/disabled developments. This part contains policies for pet deposits and fees that are applicable to elderly/disabled developments.

Part IV: Pet deposits and fees for general occupancy developments. This part contains policies for pet deposits and fees that are applicable to general occupancy developments.

PART I: ASSISTANCE ANIMALS

[Section 504; Fair Housing Act (42 U.S.C.); 24 CFR 5.303]

10-I.A. OVERVIEW

This part discusses situations under which permission for an assistance animal may be denied, and also establishes standards for the care of assistance animals.

Assistance animals are animals that work, provide assistance, or perform tasks for the benefit of a person with a disability, or that provide emotional support that alleviates one or more identified symptoms or effects of a person's disability. Assistance animals – often referred to as “service animals,” “assistive animals,” “support animals,” or “therapy animals” – perform many disability-related functions, including but not limited to the following:

- Guiding individuals who are blind or have low vision
- Alerting individuals who are deaf or hearing impaired
- Providing minimal protection or rescue assistance
- Pulling a wheelchair
- Fetching items
- Alerting persons to impending seizures

- Providing emotional support to persons with disabilities who have a disability-related need for such support

Assistance animals that are needed as a reasonable accommodation for persons with disabilities are not considered pets, and thus, are not subject to the PHA's pet policies described in Parts II through IV of this chapter [24 CFR 5.303; 960.705].

10-I.B. APPROVAL OF ASSISTANCE ANIMALS

A person with a disability is not automatically entitled to have an assistance animal. Reasonable accommodation requires that there is a relationship between the person's disability and his or her need for the animal [PH Occ GB, p. 179].

A PHA may not refuse to allow a person with a disability to have an assistance animal merely because the animal does not have formal training. Some, but not all, animals that assist persons with disabilities are professionally trained. Other assistance animals are trained by the owners themselves and, in some cases, no special training is required. The question is whether or not the animal performs the assistance or provides the benefit needed by the person with the disability [PH Occ GB, p. 178].

A PHA's refusal to permit persons with a disability to use and live with an assistance animal that is needed to assist them, would violate Section 504 of the Rehabilitation Act and the Fair Housing Act unless [PH Occ GB, p. 179]:

- There is reliable objective evidence that the animal poses a direct threat to the health or safety of others that cannot be reduced or eliminated by a reasonable accommodation
- There is reliable objective evidence that the animal would cause substantial physical damage to the property of others

PHAs have the authority to regulate assistance animals under applicable federal, state, and local law [24 CFR 5.303(b)(3); 960.705(b)(3)].

PHA Policy

For an animal to be excluded from the pet policy and be considered an assistance animal, there must be a person with disabilities in the household, and the family must request and the PHA approve a reasonable accommodation in accordance with the policies contained in Chapter 2.

10-I.C. CARE AND HANDLING

HUD regulations do not affect any authority a PHA may have to regulate assistance animals under federal, state, and local law [24 CFR 5.303; 24 CFR 960.705].

PHA Policy

Residents must care for assistance animals in a manner that complies with state and local laws, including anti-cruelty laws.

Residents must ensure that assistance animals do not pose a direct threat to the health or safety of others, or cause substantial physical damage to the development, dwelling unit, or property of other residents.

When a resident's care or handling of an assistance animal violates these policies, the PHA will consider whether the violation could be reduced or eliminated by a reasonable accommodation. If the PHA determines that no such accommodation can be made, the PHA may withdraw the approval of a particular assistance animal.

PART II: PET POLICIES FOR ALL DEVELOPMENTS

[24 CFR 5, Subpart C; 24 CFR 960, Subpart G]

10-II.A. OVERVIEW

The purpose of a pet policy is to establish clear guidelines for ownership of pets and to ensure that no applicant or resident is discriminated against regarding admission or continued occupancy because of ownership of pets. It also establishes reasonable rules governing the keeping of common household pets. This part contains pet policies that apply to all developments.

10-II.B. MANAGEMENT APPROVAL OF PETS

Registration of Pets

PHAs may require registration of the pet with the PHA [24 CFR 960.707(b)(5)].

PHA Policy

Pets must be registered with the PHA before they are brought onto the premises.

Registration includes documentation signed by a licensed veterinarian or state/local authority that the pet has received all inoculations required by state or local law, and that the pet has no communicable disease(s) and is pest-free. This registration must be renewed annually and will be coordinated with the annual reexamination date.

Pets will not be approved to reside in a unit until completion of the registration requirements.

Refusal to Register Pets

PHA Policy

The PHA will refuse to register a pet if:

The pet is not *a common household pet* as defined in Section 10-II.C. below

Keeping the pet would violate any pet restrictions listed in this policy

The pet owner fails to provide complete pet registration information, or fails to update the registration annually

The applicant has previously been charged with animal cruelty under state or local law; or has been evicted, had to relinquish a pet or been prohibited from future pet ownership due to pet rule violations or a court order

The PHA reasonably determines that the pet owner is unable to keep the pet in compliance with the pet rules and other lease obligations. The pet's temperament and behavior may be considered as a factor in determining the pet owner's ability to comply with provisions of the lease.

If the PHA refuses to register a pet, a written notification will be sent to the pet owner within 10 business days of the PHA's decision. The notice will state the reason for refusing to register the pet and will inform the family of their right to appeal the decision in accordance with the PHA's grievance procedures.

Pet Agreement

PHA Policy

Residents who have been approved to have a pet must enter into a pet agreement with the PHA, or the approval of the pet will be withdrawn.

The pet agreement is the resident's certification that he or she has received a copy of the PHA's pet policy and applicable house rules, that he or she has read the policies and/or rules, understands them, and agrees to comply with them.

The resident further certifies by signing the pet agreement that he or she understands that noncompliance with the PHA's pet policy and applicable house rules may result in the withdrawal of PHA approval of the pet or termination of tenancy.

10-II.C. STANDARDS FOR PETS [24 CFR 5.318; 960.707(b)]

PHAs may establish reasonable requirements related to pet ownership including, but not limited to:

- Limitations on the number of animals in a unit, based on unit size
- Prohibitions on types of animals that the PHA classifies as dangerous, provided that such classifications are consistent with applicable state and local law
- Prohibitions on individual animals, based on certain factors, including the size and weight of the animal
- Requiring pet owners to have their pets spayed or neutered

PHA's may not require pet owners to have any pet's vocal cords removed.

Definition of "Common Household Pet"

There is no regulatory definition of common household pet for public housing programs, although the regulations for pet ownership in both elderly/disabled and general occupancy developments use the term. The regulations for pet ownership in elderly/disabled developments expressly authorize PHAs to define the term [24 CFR 5.306(2)].

PHA Policy

Common household pet means a domesticated animal, such as a dog, cat, bird, or fish that is traditionally recognized as a companion animal and is kept in the home for pleasure rather than commercial purposes.

The following animals are not considered common household pets:

Reptiles

Rodents

Insects

Arachnids
Wild animals or feral animals
Pot-bellied pigs
Animals used for commercial breeding

Pet Restrictions

PHA Policy

The following animals are not permitted:

Any animal whose adult weight will exceed 25 pounds
Dogs of the pit bull, rottweiler, chow, or boxer breeds
Ferrets or other animals whose natural protective mechanisms pose a risk to small children of serious bites or lacerations
Any animal not permitted under state or local law or code

Number of Pets

PHA Policy

Residents may own a maximum of 2 pets, only 1 of which may be a dog.

In the case of fish, residents may keep no more than can be maintained in a safe and healthy manner in a tank holding up to 10 gallons. Such a tank or aquarium will be counted as 1 pet.

Other Requirements

PHA Policy

Dogs and cats must be spayed or neutered at the time of registration or, in the case of underage animals, within 30 days of the pet reaching 6 months of age. Exceptions may be made upon veterinary certification that subjecting this particular pet to the procedure would be temporarily or permanently medically unsafe or unnecessary.

Pets must be licensed in accordance with state or local law. Residents must provide proof of licensing at the time of registration and annually, in conjunction with the resident's annual reexamination.

10-II.D. PET RULES

Pet owners must maintain pets responsibly, in accordance with PHA policies, and in compliance with applicable state and local public health, animal control, and animal cruelty laws and regulations [24 CFR 5.315; 24 CFR 960.707(a)].

Pet Area Restrictions

PHA Policy

Pets must be maintained within the resident's unit. When outside of the unit (within the building or on the grounds) dogs and cats must be kept on a leash or carried and under the control of the resident or other responsible individual at all times.

Pets other than dogs or cats must be kept in a cage or carrier when outside of the unit.

Pets are not permitted in common areas including lobbies, community rooms and laundry areas except for those common areas which are entrances to and exits from the building.

Pet owners are not permitted to exercise pets or permit pets to deposit waste on project premises outside of the areas designated for such purposes.

Designated Pet/No-Pet Areas [24 CFR 5.318(g), PH Occ GB, p. 182]

PHAs may designate buildings, floors of buildings, or sections of buildings as no-pet areas where pets generally may not be permitted. Pet rules may also designate buildings, floors of building, or sections of building for residency by pet-owning tenants.

PHAs may direct initial tenant moves as may be necessary to establish pet and no-pet areas. The PHA may not refuse to admit, or delay admission of, an applicant on the grounds that the applicant's admission would violate a pet or no-pet area. The PHA may adjust the pet and no-pet areas or may direct such additional moves as may be necessary to accommodate such applicants for tenancy or to meet the changing needs of the existing tenants.

PHAs may not designate an entire development as a no-pet area, since regulations permit residents to own pets.

PHA Policy

With the exception of common areas as described in the previous policy, the PHA has not designated any buildings, floors of buildings, or sections of buildings as no-pet areas. In addition, the PHA has not designated any buildings, floors of buildings, or sections of buildings for residency of pet-owning tenants.

Cleanliness

PHA Policy

The pet owner shall be responsible for the removal of waste from the exercise area by placing it in a sealed plastic bag and disposing of it in a container provided by the PHA.

The pet owner shall take adequate precautions to eliminate any pet odors within or around the unit and to maintain the unit in a sanitary condition at all times.

Litter box requirements:

Pet owners must promptly dispose of waste from litter boxes and must maintain litter boxes in a sanitary manner.

Litter shall not be disposed of by being flushed through a toilet.

Litter boxes shall be kept inside the resident's dwelling unit.

Alterations to Unit

PHA Policy

Pet owners shall not alter their unit, patio, premises or common areas to create an enclosure for any animal.

Installation of pet doors is prohibited.

Noise

PHA Policy

Pet owners must agree to control the noise of pets so that such noise does not constitute a nuisance to other residents or interrupt their peaceful enjoyment of their housing unit or premises. This includes, but is not limited to loud or continuous barking, howling, whining, biting, scratching, chirping, or other such activities.

Pet Care

PHA Policy

Each pet owner shall be responsible for adequate care, nutrition, exercise and medical attention for his/her pet.

Each pet owner shall be responsible for appropriately training and caring for his/her pet to ensure that the pet is not a nuisance or danger to other residents and does not damage PHA property.

No animals may be tethered or chained inside or outside the dwelling unit at any time.

Responsible Parties

PHA Policy

The pet owner will be required to designate two responsible parties for the care of the pet if the health or safety of the pet is threatened by the death or incapacity of the pet owner, or by other factors that render the pet owner unable to care for the pet.

A resident who cares for another resident's pet must notify the PHA and sign a statement that they agree to abide by all of the pet rules.

Pets Temporarily on the Premises

PHA Policy

Pets that are not owned by a tenant are not allowed on the premises. Residents are prohibited from feeding or harboring stray animals.

This rule does not apply to visiting pet programs sponsored by a humane society or other non-profit organizations, and approved by the PHA.

Pet Rule Violations

PHA Policy

All complaints of cruelty and all dog bites will be referred to animal control or an applicable agency for investigation and enforcement.

If a determination is made on objective facts supported by written statements, that a resident/pet owner has violated the pet rules, written notice will be served.

The notice will contain a brief statement of the factual basis for the determination and the pet rule(s) that were violated. The notice will also state:

That the pet owner has 10 business days from the effective date of the service of notice to correct the violation or make written request for a meeting to discuss the violation

That the pet owner is entitled to be accompanied by another person of his or her choice at the meeting

That the pet owner's failure to correct the violation, request a meeting, or appear at a requested meeting may result in initiation of procedures to remove the pet, or to terminate the pet owner's tenancy

Notice for Pet Removal

PHA Policy

If the pet owner and the PHA are unable to resolve the violation at the meeting or the pet owner fails to correct the violation in the time period allotted by the PHA, the PHA may serve notice to remove the pet.

The notice will contain:

A brief statement of the factual basis for the PHA's determination of the pet rule that has been violated

The requirement that the resident /pet owner must remove the pet within 30 calendar days of the notice

A statement that failure to remove the pet may result in the initiation of termination of tenancy procedures

Pet Removal

PHA Policy

If the death or incapacity of the pet owner threatens the health or safety of the pet, or other factors occur that render the owner unable to care for the pet, the situation will be reported to the responsible party designated by the pet owner.

If the responsible party is unwilling or unable to care for the pet, or if the PHA after reasonable efforts cannot contact the responsible party, the PHA may contact the appropriate state or local agency and request the removal of the pet.

Termination of Tenancy

PHA Policy

The PHA may initiate procedures for termination of tenancy based on a pet rule violation if:

The pet owner has failed to remove the pet or correct a pet rule violation within the time period specified

The pet rule violation is sufficient to begin procedures to terminate tenancy under terms of the lease

Emergencies

PHA Policy

The PHA will take all necessary steps to ensure that pets that become vicious, display symptoms of severe illness, or demonstrate behavior that constitutes an immediate threat to the health or safety of others, are immediately removed from the premises by referring the situation to the appropriate state or local entity authorized to remove such animals.

If it is necessary for the PHA to place the pet in a shelter facility, the cost will be the responsibility of the pet owner.

If the pet is removed as a result of any aggressive act on the part of the pet, the pet will not be allowed back on the premises.

PART III: PET DEPOSITS AND FEES IN ELDERLY/DISABLED DEVELOPMENTS

10-III.A. OVERVIEW

This part describes the PHA's policies for pet deposits and fees in elderly, disabled and mixed population developments. Policies governing deposits and fees in general occupancy developments are described in Part IV.

10-III.B. PET DEPOSITS

Payment of Deposit

The PHA may require tenants who own or keep pets in their units to pay a refundable pet deposit. This deposit is in addition to any other financial obligation generally imposed on tenants of the project [24 CFR 5.318(d)(1)].

The maximum amount of pet deposit that may be charged by a PHA on a per dwelling unit basis, is the higher of the total tenant payment (TTP) or such reasonable fixed amount as the PHA may require. The PHA may permit gradual accumulation of the pet deposit by the pet owner [24 CFR 5.318(d)(3)].

The pet deposit is not part of the rent payable by the resident [24 CFR 5.318(d)(5)].

PHA Policy

The resident/pet owner shall be required to pay a refundable deposit for the purpose of defraying all reasonable costs directly attributable to the presence of a dog or cat.

An initial payment of \$40.00 for the elderly disabled and \$50.00 for families on or prior to the date the pet is properly registered and brought into the apartment, and;

The HA reserves the right to change or increase the required deposit by amendment to these rules.

No deposit or monthly fee will be applied to residents who are disabled, or who have verified medical need, whose pet is a service or companion animal.

Refund of Deposit [24 CFR 5.318(d)(1)]

The PHA may use the pet deposit only to pay reasonable expenses directly attributable to the presence of the pet, including (but not limited to) the costs of repairs and replacements to, and fumigation of, the tenant's dwelling unit. The PHA must refund the unused portion of the pet deposit to the tenant within a reasonable time after the tenant moves from the project or no longer owns or keeps a pet in the unit.

PHA Policy

The HA will refund the Pet Deposit to the tenant, less any damage caused by the pet to the dwelling unit, upon removal of the pet or the owner from the unit.

The HA will return the Pet Deposit to the former tenant or to the person designated by the former tenant in the event of the former tenant's incapacitation or death.

The HA will provide the tenant or designee identified above with a written list of any charges against the pet deposit. If the tenant disagrees with the amount charged to the pet deposit, the HA will provide a meeting to discuss the charges.

All reasonable expenses incurred by the HA as a result of damages directly attributable to the presence of the pet in the housing development will be the responsibility of the resident, including:

10-III.C. OTHER CHARGES

Pet-Related Damages During Occupancy

PHA Policy

All reasonable expenses incurred by the PHA as a result of damages directly attributable to the presence of the pet in the project will be the responsibility of the resident, including:

- The cost of repairs and replacements to the resident's dwelling unit

- Fumigation of the dwelling unit

- Repairs to common areas of the project

The expense of flea elimination shall also be the responsibility of the resident.

If the resident is in occupancy when such costs occur, the resident shall be billed for such costs in accordance with the policies in Section 8-I.G, Maintenance and Damage Charges. Pet deposits will not be applied to the costs of pet-related damages during occupancy.

Charges for pet-related damage are not part of rent payable by the resident.

Pet Waste Removal Charge

The regulations do not address the PHA's ability to impose charges for house pet rule violations. However, charges for violation of PHA pet rules may be treated like charges for other violations of the lease and PHA tenancy rules.

PHA Policy

A separate pet waste removal charge of \$10.00 per occurrence will be assessed against pet owners who fail to remove pet waste in accordance with this policy.

Notices of pet waste removal charges will be in accordance with requirements regarding notices of adverse action. Charges are due and payable 14 calendar days after billing. If the family requests a grievance hearing within the required timeframe, the PHA may not take action for nonpayment of the charge until the conclusion of the grievance process.

Charges for pet waste removal are not part of rent payable by the resident.

PART IV: PET DEPOSITS AND FEES IN GENERAL OCCUPANCY DEVELOPMENTS

10-IV.A. OVERVIEW

This part describes the PHA's policies for pet deposits and fees for those who reside in general occupancy developments.

10-IV.B. PET DEPOSITS

A PHA may require a refundable pet deposit to cover additional costs attributable to the pet and not otherwise covered [24 CFR 960.707(b)(1)].

A PHA that requires a resident to pay a pet deposit must place the deposit in an account of the type required under applicable State or local law for pet deposits, or if there are no such requirements, for rental security deposits, if applicable. The PHA must comply with such laws as to retention of the deposit, interest, and return of the deposit to the resident, and any other applicable requirements [24 CFR 960.707(d)].

Payment of Deposit

PHA Policy

Pet owners are required to pay a pet deposit of \$200 in addition to any other required deposits. The deposit must be paid in full before the pet is brought on the premises.

The pet deposit is not part of rent payable by the resident.

Refund of Deposit

PHA Policy

The PHA will refund the pet deposit to the resident, less the costs of any damages caused by the pet to the dwelling unit, within 30 days of move-out or removal of the pet from the unit.

The resident will be billed for any amount that exceeds the pet deposit.

The PHA will provide the resident with a written list of any charges against the pet deposit within 10 business days of the move-out inspection. If the resident disagrees with the amount charged to the pet deposit, the PHA will provide a meeting to discuss the charges.

10-IV.C. NON-REFUNDABLE NOMINAL PET FEE

PHAs may require payment of a non-refundable nominal pet fee to cover the reasonable operating costs to the development relating to the presence of pets [24 CFR 960.707(b)(1)].

PHA Policy

The PHA requires pet owners to pay a non-refundable nominal pet fee.

This fee is intended to cover the reasonable operating costs to the project relating to the presence of pets. Reasonable operating costs to the project relating to the presence of pets include, but are not limited to:

- Landscaping costs

- Pest control costs

- Insurance costs

- Clean-up costs

The pet fee of \$10.00 will be billed on a monthly basis, and payment will be due 14 calendar days after billing.

Charges for the non-refundable pet fee are not part of rent payable by the resident.

10-IV.D. OTHER CHARGES

Pet-Related Damages During Occupancy

PHA Policy

All reasonable expenses incurred by the PHA as a result of damages directly attributable to the presence of the pet in the project will be the responsibility of the resident, including:

- The cost of repairs and replacements to the resident's dwelling unit

- Fumigation of the dwelling unit

- Repairs to common areas of the project

The expense of flea elimination shall also be the responsibility of the resident.

If the resident is in occupancy when such costs occur, the resident shall be billed for such costs in accordance with the policies in Section 8-I.G, Maintenance and Damage Charges. Pet deposits will not be applied to the costs of pet-related damages during occupancy.

Charges for pet-related damage are not part of rent payable by the resident.

Pet Waste Removal Charge

The regulations do not address the PHA's ability to impose charges for house pet rule violations. However, charges for violation of PHA pet rules may be treated like charges for other violations of the lease and PHA tenancy rules.

PHA Policy

A separate pet waste removal charge of \$10.00 per occurrence will be assessed against pet owners who fail to remove pet waste in accordance with this policy.

Such charges will be due and payable 14 calendar days after billing.

Charges for pet waste removal are not part of rent payable by the resident.

Attachment L

VIOLENCE AGAINST WOMEN ACT

3-III.F. PROHIBITION AGAINST DENIAL OF ASSISTANCE TO VICTIMS OF DOMESTIC VIOLENCE, DATING VIOLENCE, AND STALKING [Pub.L. 109-162]

The Violence against Women Reauthorization Act of 2005 (VAWA) prohibits denial of admission to an otherwise qualified applicant on the basis that the applicant is or has been a victim of domestic violence, dating violence, or stalking. Specifically, Section 607(2) of VAWA adds the following provision to Section 6 of the U.S. Housing Act of 1937, which lists contract provisions and requirements for the public housing program:

Every contract for contributions shall provide that . . . the public housing agency shall not deny admission to the project to any applicant on the basis that the applicant is or has been a victim of domestic violence, dating violence, or stalking if the applicant otherwise qualifies for assistance or admission, and that nothing in this section shall be construed to supersede any provision of any Federal, State, or local law that provides greater protection than this section for victims of domestic violence, dating violence, or stalking.

Definitions

As used in VAWA:

- The term *domestic violence* includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.
- The term *dating violence* means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - The length of the relationship
 - The type of relationship
 - The frequency of interaction between the persons involved in the relationship
- The term *stalking* means:
 - To follow, pursue, or repeatedly commit acts with the intent to kill, injure, harass, or intimidate; or
 - To place under surveillance with the intent to kill, injure, harass, or intimidate another person; and

- In the course of, or as a result of, such following, pursuit, surveillance, or repeatedly committed acts, to place a person in reasonable fear of the death of, or serious bodily injury to, or to cause substantial emotional harm to (1) that person, (2) a member of the immediate family of that person, or (3) the spouse or intimate partner of that person.
- The term *immediate family member* means, with respect to a person –
 - A spouse, parent, brother or sister, or child of that person, or an individual to whom that person stands in the position or place of a parent; or
 - Any other person living in the household of that person and related to that person by blood and marriage.

Notification and Victim Documentation

PHA Policy

The PHA acknowledges that a victim of domestic violence, dating violence, or stalking may have an unfavorable history that would warrant denial under the PHA's policies. Therefore, if the PHA makes a determination to deny admission to an applicant family on the basis of an unfavorable history, the PHA will include in its notice of denial a statement of the protection against denial provided by VAWA and will offer the applicant the opportunity to provide documentation affirming that the cause of the unfavorable history is that a member of the applicant family is or has been a victim of domestic violence, dating violence, or stalking.

The documentation must include two elements:

A signed statement by the victim that provides the name of the perpetrator and certifies that the incidents in question are bona fide incidents of actual or threatened domestic violence, dating violence, or stalking

One of the following:

A police or court record documenting the actual or threatened abuse

A statement signed by an employee, agent, or volunteer of a victim service provider; an attorney; a medical professional; or another knowledgeable professional from whom the victim has sought assistance in addressing the actual or threatened abuse. The professional must attest under penalty of perjury that the incidents in question are bona fide incidents of abuse, and the victim must sign or attest to the statement.

The applicant must submit the required documentation with her or his request for an informal hearing (see section 14-I.B) or must request an extension in writing at that time. If the applicant so requests, the PHA will grant an extension of 10 business days, and will postpone scheduling the applicant's informal hearing until after it has received the documentation or the extension period has elapsed. If after reviewing the documentation provided by the applicant the PHA determines

the family is eligible for assistance, no informal hearing will be scheduled and the PHA will proceed with admission of the applicant family.

Perpetrator Removal or Documentation of Rehabilitation

PHA Policy

In cases where an applicant family includes the perpetrator as well as the victim of domestic violence, dating violence, or stalking, the PHA will proceed as above but will require, in addition, either (a) that the perpetrator be removed from the applicant household and not reside in the public housing unit or (b) that the family provide documentation that the perpetrator has successfully completed, or is successfully undergoing, rehabilitation or treatment.

If the family elects the second option, the documentation must be signed by an employee or agent of a domestic violence service provider or by a medical or other knowledgeable professional from whom the perpetrator has sought or is receiving assistance in addressing the abuse. The signer must attest under penalty of perjury to his or her belief that the rehabilitation was successfully completed or is progressing successfully. The victim and perpetrator must also sign or attest to the documentation.

This additional documentation must be submitted within the same time frame as the documentation required above from the victim.

PHA Confidentiality Requirements

All information provided to the PHA regarding domestic violence, dating violence, or stalking, including the fact that an individual is a victim of such violence or stalking, must be retained in confidence and may neither be entered into any shared database nor provided to any related entity, except to the extent that the disclosure (a) is requested or consented to by the individual in writing, (b) is required for use in an eviction proceeding, or (c) is otherwise required by applicable law.

PHA Goal:

The FCHA will strive to serve the needs of child and adult victims of domestic violence, dating violence, sexual assault or stalking.

Objectives:

- 1) The FCHA shall ensure that tenants are informed of their rights and protections under VAWA through a specific inclusion of their rights in the lease. (see page 15 of Part 1 of the lease)
- 2) The FCHA shall build collaborations among victim service providers to provide appropriate services, interventions and training to address the needs of such victims.
- 3) The FCHA shall respond appropriately to such victims, while maintaining a safe environment for all housing residents.